

TOWN OF HERNDON
Department of Community Development
Department of Public Works
777 Lynn Street
PO Box 427
Herndon, Virginia 20170



CHESAPEAKE BAY PRESERVATION AREA OVERLAY DISTRICT COMPLIANCE RESOURCE BOOK

A Compilation of Town Procedures

Approved by the
Commonwealth of Virginia Chesapeake Bay Local Assistance Board
on September 17, 2007

Compiled by
The Herndon Department
of Community Development
703-787-7380 FAX 703-481-5280

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CHESAPEAKE BAY LOCAL ASSISTANCE BOARD
December 11, 2006

RESOLUTION

LOCAL PROGRAM COMPLIANCE EVALUATION
TOWN OF HERNDON - # 30

Local Compliance Evaluation - Conditional

WHEREAS § 10.1-2103 of the Chesapeake Bay Preservation Act states that Chesapeake Bay Local Assistance Board shall take administrative and legal steps to ensure compliance by counties, cities and towns with the provisions of the Chesapeake Bay Preservation Act, including the proper enforcement and implementation of, and continual compliance with the Act; and

WHEREAS § 9 VAC 10-20-250 1 b of the Regulations required the Board to develop a compliance evaluation process for evaluating local Bay Act compliance; and

WHEREAS the Chesapeake Bay Local Assistance Board adopted a compliance evaluation process on September 16, 2002 for the purposes of reviewing local Bay Act compliance; and

WHEREAS in November 2005, the Division of Chesapeake Bay Local Assistance conducted a compliance evaluation of the Town of Herndon's Phase I program in accordance with the adopted compliance evaluation process; and

WHEREAS on October 31, 2006 the Local Program Review Committee for the Northern Area considered and evaluated the information contained in the compliance evaluation staff report and concurred with the staff recommendation as outlined in the staff report; and,

WHEREAS after considering and evaluating the information presented on this date, the Board agrees with the recommendation in the staff report and of the Review Committee; now,


THEREFORE BE IT RESOLVED that the Chesapeake Bay Local Assistance Board finds that the implementation of certain aspects of the Town of Herndon's Phase I program do not comply with §§ 10.1-2109 and 2111 of the Act and §§ 9 VAC 10-20-231 and 250 of the Regulations, and in order to correct these deficiencies, directs the Town of Herndon to undertake and complete five recommendations contained in this staff report no later than September 30, 2007.

1. For consistency with 9 VAC 10-20-120 and 130 of the Regulations, the Town must develop and implement a plan of development application process, inclusive of forms, review checklists, and guidance documents or policies based upon the general performance criteria found in §78-1128 of the ordinance, both to ensure consistency between projects and to document the review of Bay Act ordinance requirements.

2. For consistency with § 9 VAC 10-20-191 A 4 of the Regulations, the Town must revise §70-67 to require the RPA line to be shown on the record plat with a notation on the plat of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area unless approval is obtained as required.
3. For consistency with § 9 VAC 10-20-120 3 of the Regulations, the Town must develop a stormwater management plan and BMP review checklists to ensure consistent reviews between projects and that applicants are employing appropriate engineering standards and specifications. Appendix 3 of the *Virginia Stormwater Management Handbook* contains comprehensive design and construction checklists that the Town can require applicants to follow.
4. For consistency with § 9 VAC 10-20-130 6 of the Regulations, the Town must establish a WQIA submission and review process for any proposed land disturbance, development or redevelopment within the RPA and for development in the RMA when required by Town staff. This may include development of WQIA application forms, review evaluation checklists and a tracking database to allow efficient auditing of WQIAs by Town and Department staff.
5. For consistency with § 9 VAC 10-20-150 C 2 of the Regulations, the Town must develop an RPA encroachment application and review process and a tracking database or data management mechanism, as appropriate.

BE IT FINALLY RESOLVED that failure by the Town of Herndon to meet the above established compliance date of September 30, 2007 will result in the local program becoming noncompliant with §§ 10.1-2109 and 2111 of the Act and §§ 9 VAC 10-20-231 and 250 of the Regulations and subject the Town of Herndon to the compliance provisions as set forth in § 10.1-2103 10 of the Act and § 9 VAC 10-20-250 of the Regulations. **Furthermore, the Town of Herndon shall provide to the Board, by June 2007, an Interim Status Report detailing specific actions taken to meet the established compliance date of September 30, 2007.**

The Director of the Department of Conservation and Recreation certifies that this resolution was adopted in open session on December 11, 2006 by the Chesapeake Bay Local Assistance Board.



Joseph H. Maroon
Director
Department of Conservation and Recreation

Overview

The forms and checklists contained in this compliance resource book have been created by the Town of Herndon to help ensure compliance with all aspects of the Town's Chesapeake Bay Preservation Overlay District (Sec. 78-304.4 of the Herndon Town Code) and the Virginia Chesapeake Bay Preservation Area Designation and Management Regulations (9 VAC 10-20-10 *et seq* Code of Virginia).

In order to protect water quality and aquatic habitats, the Town Council has designated the entire Town of Herndon as a Resource Management Area (RMA), Resource Protection Area (RPA) or Intensely Developed Area (IDA). All land use, development, and redevelopment within the RMA disturbing more than 2,500 square feet is subject to the Chesapeake Bay Preservation Overlay Zoning District. Certain environmentally sensitive areas of the Town are designated on the zoning map as Resource Protection Areas (RPAs). All land use, development, and redevelopment within the RPA, regardless of the disturbance area, is subject to the Chesapeake Bay Preservation Overlay District. Certain areas of the Town are designated as Intensely Developed Areas (IDAs). Within the IDA, all development and land use is considered redevelopment for the purpose of meeting the RPA criteria.

The following are contained in this resource book:

- Town's Chesapeake Bay Preservation Area map. It is important to note that the map depicts the general location of Resource Protection Areas and that a site specific delineation is required prior to engaging in any regulated activity.
- A RPA Permit Application and Submittal Requirements, to address any type of approval needed under the Town's Chesapeake Bay Preservation Area Overlay Zoning District.
- Various applications and submittal checklists to be used when submitting plans for the Town's review. Proper submittal of information pertaining to Chesapeake Bay provisions is important and required.
- Specific checklists to be used for the review of applications to ensure compliance with the Chesapeake Bay Preservation Area Overlay Zoning District.
- Information about tools used by the Town to track activity in the RPA, including a log and a buffer violation form.
- A summary chart provisions that are eligible for administrative waivers or exceptions granted by the Town Council for activity within the Chesapeake Bay Preservation Area Overlay District.

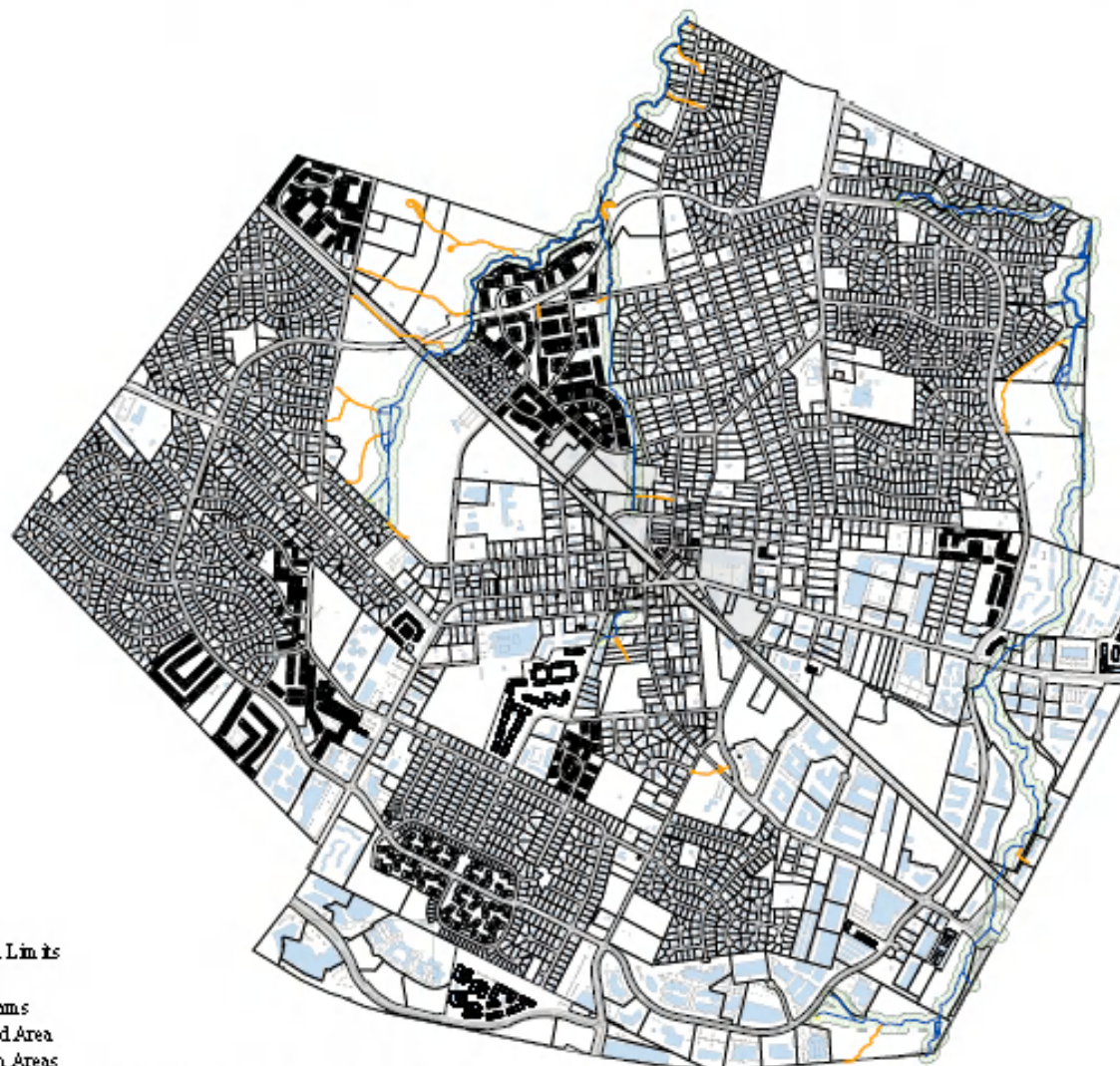
Part 1. Chesapeake Bay Preservation Area Map

Chesapeake Bay Preservation Areas Map

This map may be viewed on the Town's web site at www.herndon-va.gov. Click on "Town Services," then "Community Development," and then scroll to zoning-related links.

Legend

-  Town Limits
 -  Parcels
 -  Buildings
 -  Upstream Perennial Limits
 -  Perennial Streams
 -  Non-Perennial Streams
 -  Intensely Developed Area
 -  Resource Protection Areas
- Resource Management Areas - All Land Outside Resource Protection Areas



Town of Herndon, Virginia

Adopted January 22, 1991, Amended February 10, 2004



Scale: 1 inch = 500 feet
Department of Community Development

Part 2. RPA Permit Application and Submittal Requirements

The following pages respond to a portion of items #4 and #5 in the December 11, 2006 CBLAB resolution; specifically, the requirements for a WQIA submission process and a RPA encroachment application (combined on a form called a RPA Permit Application.).

TOWN OF HERNDON

Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427



RPA PERMIT

APPLICATION FOR A PERMIT FOR CERTAIN ACTIVITIES ON PROPERTY THAT CONTAINS RESOURCE PROTECTION AREA FOR:

- Townhouse, multi-family or commercial property; or
- Single family detached dwellings

Submittal of this form with original signatures is required. In addition, electronic submittal in MS-WORD via compact disk or e-mail is appreciated.

PLEASE PRINT OR TYPE (Unless otherwise indicated.)

SECTION 1: TO BE FILLED OUT BY THE APPLICANT

Address of the Subject Property (including apt/suite #):	
Approval requested for the purpose of (type of land use or improvement):	<input type="checkbox"/> new development <input type="checkbox"/> other:
<u>The Site is located in :</u> <input type="checkbox"/> the Floodplain Overlay District <input type="checkbox"/> the Heritage Preservation Overlay District, <input type="checkbox"/> the Chesapeake Bay Overlay District: Resource Protection District or Intensely Developed Area <input type="checkbox"/> Unknown	<u>Associated Application (if any):</u> <input type="checkbox"/> None <input type="checkbox"/> Site Plan, submitted <input type="checkbox"/> Single Lot Development <input type="checkbox"/> Preliminary Subdivision Plan <input type="checkbox"/> Subdivision Site Plan <input type="checkbox"/> Minor Site Plan <input type="checkbox"/> Building Permit <input type="checkbox"/> Other: <u>Submittal Date of Associated Application:</u>
Regulations may vary, depending on the date the lot was recorded. Please indicate the approximate time frame when the lot was recorded:	<input type="checkbox"/> before October 1, 1989 <input type="checkbox"/> on or after October 1, 1989 to February 10, 2004 <input type="checkbox"/> on or after February 10, 2004
The activity involves land disturbance	<input type="checkbox"/> of less than 2,500 square feet <input type="checkbox"/> of 2,500 square feet or more
Current Zoning of Subject Property:	

The undersigned hereby applies for a approval of a permit for activity on property that contains resource protection area under the provisions of Section 78-304.4 of the Code of the Town of Herndon, Virginia. *I hereby affirm and certify that:*

- The information provided on this form is true and correct to the best of my knowledge.
- The requirements associated with this application have been read and are understood.
- The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.

Signature of Applicant (Properly Owner, Contract Purchaser, or Authorized Agent)

Date

Name and role of principal contact for this application: (properly owner, agent authorized to act on behalf of property owner, or contract purchaser):		
Mailing Address:		
E-mail address	Telephone #:	FAX #:
Name and Title of Property Owner:		
Mailing Address		
E-mail address	Telephone	FAX #
SECTION 2: (to be filled out by Town staff) APPLICATION CLASSIFIED AS:		
<input type="checkbox"/> Site Specific Delineation for less than 5000 sf disturbed area <input type="checkbox"/> Site Specific Delineation for 5000 sf or more of disturbed area <input type="checkbox"/> Minor Water Quality Impact Assessment <input type="checkbox"/> Major Water Quality Impact Assessment	<input type="checkbox"/> CBPA Exception (for approval by the Town Council) <input type="checkbox"/> CBPA Administrative Waiver (for approval by the Zoning Administrator) <input type="checkbox"/> RPA Encroachment for <u>exempted uses</u> that must be approved by the zoning administrator as meeting certain criteria <input type="checkbox"/> Other:	
SECTION 3: (to be filled out by Town staff) AUTHORIZATION FOR SITE SPECIFIC DELINEATION, WATER QUALITY IMPACT ASSESSMENT, AND ADMINISTRATIVE WAIVER		
Date of Site Inspection(s)		
Site Specific Delineation Approved (initials of reviewer)		
Water Quality Impact Assessment reviewed and determined satisfactory (initials of reviewer)		
<div style="display: flex; justify-content: space-between;"> <div>Zoning Administrator Signature and Authorization</div> <div>Date</div> </div>		
SECTION 4: (to be filled out by Town staff) AUTHORIZATION FOR EXCEPTION BY THE TOWN COUNCIL		
Date of Site Inspection(s)		
Site Specific Delineation Approved (initials of reviewer)		
Water Quality Impact Assessment reviewed and determined satisfactory (initials of reviewer)		
Number of resolution approved by the Town Council		
Date of Town Council Public Hearing when resolution was approved		
SECTION 5: (to be filled out by Town staff) TRACKING INFORMATION		
Associated Application & Case Number: <input type="checkbox"/> Site Plan <input type="checkbox"/> Single Lot Development <input type="checkbox"/> Preliminary Subdivision Plan <input type="checkbox"/> Subdivision Site Plan <input type="checkbox"/> Minor Site Plan <input type="checkbox"/> Other:	Site, or any portion, is located in : <input type="checkbox"/> the Floodplain Overlay District <input type="checkbox"/> the Heritage Preservation Overlay District, <input type="checkbox"/> the Chesapeake Bay Overlay District: Resource Protection District or Intensely Developed Area <input type="checkbox"/> Downtown Transition Area <input type="checkbox"/> Landmark Business Area	

Received by:	Fee paid:	Date:	RPA Case No.:
Tax Map Reference:		Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	

**Distribution
after
approval:**

Applicant

Community
Development
(file)

Community
Development
(RPA Log)

Public Works

TOWN OF HERNDON

Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427



RPA PERMIT APPLICATION SUBMITTAL REQUIREMENTS

FOR ALL APPLICATIONS (Zoning Ordinance § 78-201(C))

- ☐ A statement from the landowner authorizing an agent to act on their behalf (if applicable).
- ☐ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed.)

TO BE SUBMITTED WITH RPA APPLICATION FOR A PERMIT FOR ACTIVITY ON PROPERTY THAT CONTAINS RESOURCE PROTECTION AREA ZONING

Please determine if Situation A, B, or C, applies:

SITUATION A: If NO activity, development or other disturbance of the Resource Protection Area is requested:

- ☐ Site specific delineation of the Resource Protection Area and fee.

SITUATION B: If activity, development or other disturbance of the Resource Protection Area is requested, the lot was recorded before February 10, 2004, the zoning administrator has indicated that the requested activity is eligible for either an administrative waiver under Section 78-304.4(m) of the zoning ordinance, or a CBPA exception under Section 78-304.4(l) of the zoning ordinance:

- ☐ Site specific delineation of the Resource Protection Area if land disturbance is less than 5,000 square feet and fee; OR
- ☐ Site specific delineation of the Resource Protection Area if land disturbance is 5,000 square feet or more, and fee.
- ☐ Minor Water Quality Impact Assessment if land disturbance is less than 5,000 square feet and fee; OR
- ☐ Major Water Quality Impact Assessment if land disturbance is more than 5,000 square feet and fee.
- ☐ If applicable, fee for an administrative waiver (granted by the zoning administrator) in the Resource Protection Area.
- ☐ If applicable fee for an Exception (granted by the Town Council) in the Resource Protection Area.

SITUATION C: If activity, development or other disturbance of the Resource Protection Area is requested, the lot was recorded on or after February 10, 2004, and the zoning administrator has indicated that the requested activity is eligible for either an administrative waiver under Section 78-304.4(m) of the zoning ordinance, or a CBPA exception under Section 78-304.4(l) of the zoning ordinance:

- ☐ Site specific delineation of the Resource Protection Area and fee.
- ☐ Minor Water Quality Impact Assessment if land disturbance is less than 5,000 square feet and fee; OR
- ☐ Major Water Quality Impact Assessment if land disturbance is more than 5,000 square feet and fee.
- ☐ If applicable, fee for an Administrative Waiver (granted by the Zoning Administrator) in the Resource Protection Area
- ☐ If applicable fee for an Exception (granted by the Town Council) in the Resource Protection Area.

Part 3. Town of Herndon & ESI Review

- a. Plan of Development Processing Application (1 page)
- b. Minimum Submission Requirements, Single Lot Development Plan (10 pages) (includes BMP items)
- c. Minimum Submission Requirements, Subdivision Site Plan (10 pages) (includes BMP items)
- d. Minimum Submission Requirements, Preliminary Subdivision Plan (8 pages) (includes BMP items)
- e. Minimum Submission Requirements, Site Plan (10 pages) (includes BMP items)

The following pages respond to a portion of item #1 in the December 11, 2006 CBLAB resolution; specifically, the requirement for a plan of development application process. This requirement is addressed further in other sections of this Resource Book.



**Town of Herndon ESI Review
(THER) Program
Processing Application**



Indicate plan Type

Preliminary Sub division plan	Sub division Site Plan	Site Plans	Single Lot Devel. Plan
Sub division Site Plan Revision			

Date Submitted: _____

Project Name: _____

Contact Name: _____

Contact Organization and Address: _____

Contact Office Telephone: _____ **Contact FAX Number:** _____

Contact Email: _____ **Contact Mobile Telephone:** _____

Method of Payment: \$1500 paid by check # _____ drawn on _____ bank.

Project Number: _____ {For Town of Herndon staff use only}

Instructions: Town of Herndon has contracted with the Engineers and Surveyors Institute to provide a Minimum Submission Review and Team Peer Review for preliminary subdivision plans, subdivision site plans, site plans, and single lot development plans. The information requested above is used only to track the plan and insure that the applicant's deposit is properly applied to this project. **Please fill out all information requested above!** A copy of this form with the project number will be returned to you within three working days.

Receipt of the \$1500 deposit (check made out to Town of Herndon ESI Review) will start the Town of Herndon ESI Review process. Once the plan is approved or withdrawn, the unused portion of the deposit will be returned to the contact organization listed above with an accounting of all expenditures.

Agreement: The purpose of the Town of Herndon ESI review program is to improve the quality of the plans being submitted, shorten the review times for Town staff, reduce the amount of review required and achieve a more predictable process of plan approval. The applicant or applicant representative indicated above, by signature below, (1) permits the firm of Thompson, Greenspon and Company PC to deduct Town approved charges by ESI for conducting the reviews under this program and their services, (2) agrees to provide additional deposits if so required, and (3) understands that the unused portion of the deposit will be returned only upon official withdrawal of the plan from the Town process or approval of the plan. The deposit is subject to a processing fee of \$75. Other fees may be applicable for services such as courier or overnight delivery, additional reports, credit card usage, etc. that might be requested.

Signature of Applicant or Applicant's Representative

Date



ENGINEERS AND SURVEYORS INSTITUTE
 "A public/private partnership"
 HERNDON, VIRGINIA
 MINIMUM SUBMISSION REQUIREMENTS
 SINGLE LOT SITE PLAN



PROJECT NAME & NUMBER: _____ Revision ☐

PROJECT ADDRESS: _____

TAX MAP REFERENCES: _____

APPLICANT NAME: _____ DPE# _____

APPLICANT ADDRESS: _____

APPLICANT EMAIL ADDRESS: _____

SUBMITTING FIRM: _____

REVIEW DATE: _____ ESI STAFF ENGINEER: _____

Note: The following sheets and information are required for every submission. Additional sheets and information should be provided where necessary to demonstrate compliance with City requirements or conditions of approval. Review dates are determined by routing from Planning & Zoning.

CODE SECTION	REQUIREMENT	SHEET Optional	OK	NO	N/A	LINE
Section 78-201(C)(8)	Current standard Town of Herndon Cover Sheet; all information blocks completed and signed as appropriate (title block, fee schedule, bonding estimates, etc.)			*		1
Section 78-201(C)(8)	Sheet size not to exceed 24"x36"					2
Section 78-201(C)(8)	Drawings are to a standard scale, not to exceed 1"=50'					3
PFM 2-0107.1A	Contour interval not to exceed 2'					4
Section 78-201(C)(8)	Where existing slope is less than 2%, either 1' contours or spot elevations where necessary but not more than 50' apart in both directions					5
Section 78-201(C)(8)	Existing topography extending at least 25' beyond site boundary					6
Section 78-201(C)(8)	Topography credit, where done by others					7
Section 78-201(C)(8)	Reference datum.					8
Section 78-201(C)(8)	Boundary survey with error of closure within 1/10,000, showing location and type of boundary evidence and boundary credit where done by others					9
Section 78-201(C)(8)	Certificate by surveyor or engineer setting forth source of title of the owner and place of record of the last instrument in chain of title					10
Section 78-201(C)(8)	If plan spans more than one sheet, match lines are provided					11
PFM 4-0201	Plan note that a soil report is required if construction is proposed in an "A" soil or a dam is proposed requiring a report per PFM Plate # 64-6					12

Comments: _____

Section 78-201 (C)(8)	Engineer's or surveyor's certification completed with seal and date on sheets with engineering content.			*		13
Section 78-201 (C)(8)	Any waivers, zoning variances, or proffers granted for the project shown on the plans					15
Section 78-201 (C)(8)	Proposed uses					16
Section 78-201 (C)(8)	Within 10' of the site, features on adjoining properties including: departing property lines, drip line of trees, easements, to be shown on all sheets					17
Section 78-201 (C)(8)	Overall site layout plan (showing all phases or proposed sections), including lot numbers and acres					18
Office Policy	Fire Marshall comments shown on plan					19
Section 78-201 (C)(8)	Watercourses and their names					20
Section 78-201 (C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					21
PFM 2-021.2.19	Owner/developer wetlands certification signed			*		22
	PLANNING AND ZONING					23
Section 78-201 (C)(8)	Rezoning number with date and ordinance number is on plan approval information					24
Section 78-201 (C)(8)	Plan includes rezoning approval letter to applicant including approved ordinance proffers, modifications, conditions, and waivers.			*		25
Section 78-201 (C)(8)	Plan includes Town Council rezoning resolution for Approved Preliminary Subdivision Plan.			*		26
Section 78-201 (C)(8)	GDP included on plan if applicable			*		27
Section 78-201 (C)(8)	Special Exception Resolution with conditions if applicable included			*		28
Section 78-201 (C)(8)	BZA approval letter to applicant included if applicable			*		29
Section 78-201 (C)(8)	Special Exception plan included if applicable			*		30
Section 78-201 (C)(8)	Any waivers, zoning variances, or conditions granted for the project shown on the plans					31
Section 78-201 (C)(8)	Statement of compliance with any applicable proffers, Special Exception conditions, variances, waivers, or modifications			*		32
Section 78-201 (C)(8)	Statement of compliance with GDP and / or Special Exception plan layout if applicable.			*		33
Section 78-201 (C)(8)	Valid preliminary subdivision plan.			*		34
Section 78-201 (C)(8)	Required grave burial ground statement, or "none"					35
Section 78-201 (C)(8)	Natural features, including drainage divides and 100 year flood plain					36
Section 78-201 (C)(8)	Identification of soil characteristics (soils map and soils data chart)					37
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Section 78-201 (C)(8)	Existing topography with a maximum of two-foot contour intervals					39
Section 78-201 (C)(8)	Where existing ground is on a slope of less than two percent: either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions.					40
Section 78-201 (C)(8)	Existing topography extending at least 25' beyond site boundary					41
Section 78-201 (C)(8)	Natural features, including drainage divides and 100 year flood plain					42

Comments: _____

Section 78-201 (C)(8)	Watercourses and their names					43
Section 78-201 (C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					44
Section 78-201 (C)(8)	Identification of soil characteristics (soils map and soils data chart)					45
Section 78-201 (C)(8)	Structures					46
Section 78-201 (C)(8)	Existing streets abutting or through the site					47
Section 78-201 (C)(8)	Right-of-way lines, width, and category of street					48
Section 78-201 (C)(8)	Name of streets and route numbers					49
Section 78-201 (C)(8)	Slope of streets					50
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Section 78-201 (C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for: sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas; electric, telephone; slopes, grading					53
Section 78-201 (C)(8)	Existing above and below ground utilities, including, electric, communications, and the like;					54
Section 78-201 (C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					55
Section 78-201 (C)(8)	For existing water, sanitary sewer and storm sewer facilities, and, fire hydrants: show flow direction, types and grades and where connection is made to the town or other utility system;					56
Section 78-201 (C)(8)	Survey of existing trees prepared by an ISA Certified Arborist, shown on one sheet, and including:					57
Section 78-201 (C)(8)	Existing tree canopy cover					58
Section 78-201 (C)(8)	Existing trees having a caliper of 8" or greater when measured 4.5' above ground, or a tree stand delineation as approved for group identification by the community forester					59
Section 78-201 (C)(8)	Ornamental trees including, but not limited to: Dogwood (Cornus), American Holly (Ilex opaca), Shadblow (Amelanchier species), Eastern Redbud (Cercis canadensis) and Fringe Tree (Chionanthus virginicus) having a caliper of 2-4" measured 6" above ground or having a caliper of greater than 4" measured 12" above ground shall also be included in the inventory					60
Section 78-201 (C)(8)	Groups of trees and individual trees standing alone that will be retained on the site, including designated "tree protection areas" shall be accurately identified, located on the tree survey, and shown on the plan of proposed development.					61
Section 78-201 (C)(8)	Trees located off-site which have drip lines extending into the site shown and considered within the site for purposes of protective field practices					62
Section 78-201 (C)(8)	All trees within the site and adjacent areas and shown to be saved on the site plan shall be shown according to the total spread of the tree canopy / crown / cover at the drip line					63
Section 78-201 (C)(8)	All trees located off-site which have drip lines extending into the site shall be shown and considered as within the site for purposes of protective field practices					64
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Comments: _____

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Section 78-201 (C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for: sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other;					76
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PFM 2-0212.12	Clearing limits matches between: grading, erosion and sediment, GDP sheets					98
VESCH Chapter VI	Erosion and Sediment Control Narrative, including: Project Description, Existing site conditions, adjacent areas, off-site areas, soils, critical areas, erosion and sediment control measures, permanent stabilization, stormwater runoff considerations, maintenance and appropriate calculations for proposed control measures					99
Office Policy	Overlay soils boundaries on Phase I E&S plan					100
Office Policy	Construction entrances with washracks at all access points					101
Office Policy	Show sanitary sewer, waterlines, and storm sewer on Phase 2 E&S plan. Include structure labels. Perimeter E&S control measures shown in Phase 1 must take construction of utilities into account.					102
	DRAINAGE					103
PFM 6-0202.13	Overland relief provided for sump conditions and to clear building					104
PFM 6-1103.3	Inlet ponding to be within an easement					105
PFM 6-1405.1	Flood plain easement provided and reference to flood plain study number					106
PFM 6-0202.5	No concentrated surface water discharged offsite without easements					107
PFM 6-0905,1008	Design computations provided for closed and open systems. Indicate time of concentration used					108
PFM 6-0203.1.B	Outfall narrative description. Provide cross-sections of channel chart showing channel type, depth, velocity and determination of adequacy and type of erosion control required, if any.			*		109
PFM 6-0201.2	If open channel, is it an existing natural incised channel					110
PFM 6-0203.1.A.	Cross section, water surface elevation and computations shown for existing natural incised channel			*		111

Comments: _____

BMP'S

PFM 6-0203.1.A.	If incised channel, show both horizontal and vertical scale			*		112
PFM 6-0203.3.	If into existing system, include its capacity computations and proposed flow			*		113
PFM 6-0301.3	SWM facility provided on-site with required calculations, including contributing drainage area and weighted 'c' factor, stage-storage tables, outlet configuration, stage-discharge curves, inflow and outflow hydrographs for storage facilities			*		114
Office Policy	Provide calculations for allowable release rate in the following format: Allowable release rate = (Pre-construction runoff for site) + (Off-site controlled runoff) – (Post-construction on-site uncontrolled runoff)			*		115
Office Policy	Profile proposed ponds					116
PFM 6-0401.2	BMP facility provided on-site with required calculations			*		117
Office Policy	BMP design worksheet shown			*		118
Office Policy	SWM/BMP narrative, including number and type of facilities, description of watershed methodology/rational, maintenance plan and any other pertinent information					119
PFM 6-1701.3	Resource Protection Area boundary shown if it is within the site			*		120
PFM 6-0303.3.	SWM and BMP not in RPA without approved exception					121
PFM 6-0402.8(g)	BMP maintenance responsibility statement (agency)					122
PFM 6-0402.8(c)	BMP open space credit note "water quality management area..."					123
Office Policy	Show off-site drainage area map with drainage areas and acreages annotated					124
Office Policy	Proposed drainage areas to each drainage structure clearly shown. Area, 'c' factor, and structure destination for each subarea labeled					125
Section 78-201 (C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					126
Section 78-201 (C)(8)	For existing water, sanitary sewer and storm sewer facilities, and, fire hydrants: show flow direction, types and grades and where connection is made to the town or other utility system;					127
Section 78-201 (C)(8)	Show existing and proposed storm sewers, curb and gutter, subdrains and/or culverts					128
	LIGHTING PLAN					129
Streetlight Policy and Standards	Lighting plan prepared in accordance with Town of Herndon lighting standards			*		130
Streetlight Policy and Standards	Distribution pattern of each fixture to be used. Professional engineer must certify that the proper distribution patterns are shown on the plan.					131
Streetlight Policy and Standards	Product cut sheets and complete product numbers for each fixture to be used					132
Section 78-201 (C)(8)	Location of signs.					133
Section 78-201 (C)(8)	On-site lighting depicted on a site lighting plan, in conformance with Section 78-515(l):					134
Section 78-201 (C)(8)	Description of all luminaries (location, output and type) and the method of fixture mounting, output (distribution patterns), and mounting height above grade.					135
Section 78-201 (C)(8)	Architectural style.					136
Section 78-201 (C)(8)	Levels of illumination diagrammed with maintained horizontal foot-candle values at a distance of three feet above the ground, with grid spacing no greater than 15 feet covering the entire site					137

Comments: _____

	and adjacent areas.					
Section 78-201(C)(8)	Detail sheet showing poles and fixtures, and whether poles are foundation-mounted or direct burial; as well as detail for fixtures mounted on buildings.					138
Section 78-201(C)(8)	Detail of shielding devices and methods, as well as the distribution patterns for each type of shielding.					139
Section 78-201(C)(8)	Statements on the plan sheet that 1). Sodium vapor luminaries shall not be used for site lighting; and 2). All direct light rays from site lighting fixtures shall be confined entirely within the boundary line of the site; Product cut sheets and individual distribution patterns (may be submitted when information is known.)					140
Section 78-201(C)(8)	Streetlights to be provided on public streets, with specifications shown on photometric plan					141
Section 78-201(C)(8)	The limits of clearing shall be located at the outermost limits of the area to be cleared, shall be accurately shown and labeled, shall not include any necessary clearing, and shall be shown on the plan of proposed development.					142
Section 78-201(C)(8)	The location of tree wells and tree walls shall be accurately located on the site plan.					143
Section 78-201(C)(8)	Applicable diagrams of standard tree protection devices					144
PFM 12-0403.2.B.	Drip line shown for trees to be retained					145
PFM 12-0403.10.	Tree protection shown and identified					146
Section 78-201(C)(8)	Notation on site plan prohibiting disturbance inside tree protection areas, including, but not limited to, grading, clearing, storage of materials, dumping of materials, and parking or transporting of vehicles and equipment					147
	MISCELLANEOUS					148
PFM 2-0212.3	North arrow and reference to State Grid System (VCS 83)					149
ESI Tech Bul 5-3	At least one set of plans has original signature and date on seal on cover sheet from each professional. APELSLA Board R&R 12.8.B.			*		150
PFM 2-0107.1	Proposed grading shown by contours and spot elevations					151
Office Policy	Slope of driveways labeled					152
Section 78-201(C)(8)	Owner, zoning and present use of adjoining property					153
PFM 10-0104.2.C	Bearings and distances on centerlines of sanitary sewers					154
PFM-10-0104.2.A.	Sanitary sewer profiles on same sheet as plan					155
PFM 10-0102.5.C.	Sanitary sewer setback 15' (4.6 m) from all buildings					156
Section 78-201(C)(8)	Existing easements of record shown with deed book and page number					157
Section 78-201(C)(8)	Proposed easements shown and identified as "proposed" otherwise Deed Book and page number shown					158
PFM 8-0100	Sidewalk provided along the site's road frontage if required					159
Section 78-201(C)(8)	Trails and walks as shown on GDP					160
PFM 8-0202.4A	Profiles shown for all trails to be constructed					161
PFM 2-0101.1	Approved or requested waiver and/or modification letters on plan					162
PFM 2-0101.1	All waivers and variances are still valid and not expired					163
PFM 2-0101.1	All conditions of waivers complied with on plan					164
Office Policy	Prints legible, not too light or too dark to microfilm					165
Office Policy	Existing topography not screened excessively so as not legible					166

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Office Policy	Insufficient elevation numbers on existing contour lines					167
Office Policy	No trees allowed in utility easements					
	FIRE AND RESCUE DEPARTMENT ISSUES					168
PFM 9-0202.2J1	Emergency access to within 100' (30 m) of main entrance					169
Fire Marshal	Fire lanes location marked on separate plan sheet					170
PFM 9-0202.2J(5)	Fire lanes a minimum of 18' (5.5 m) wide					171
	WATERLINES					172
PFM 9-0102.6A	Proposed tie-ins to existing water system shown			*		173
PFM 9-0102.3A	Sizes of proposed water mains and locations indicated			*		174
PFM 9-0102.7A	Existing easements with Deed Book and Page Number provided					175
PFM 9-0102.6C	Profile all proposed public water mains included			*		176
Office Policy	Provide water main stationing on the profile			*		177
PFM 9-0102.3D & .6D	Show utility crossings on the profiles			*		178
PFM 9-0102.6H	Test holes results for all crossings with less than 1' (0.3 m) vertical clearance					179
Office Policy	Show proposed water meters					
	PROPOSED CONDITIONS					180
Section 78-201 (C)(8)	(information to be Shown in Tabular form, indicating (a) the zoning provision for the minimum or maximum permitted, and (b) proposed.)					181
Section 78-201 (C)(8)	lot area					182
Section 78-201 (C)(8)	lot width; corner (or end) and interior;					183
Section 78-201 (C)(8)	setbacks;					184
Section 78-201 (C)(8)	side yard: total of combined side yards, where applicable;					185
Section 78-201 (C)(8)	rear yard;					186
Section 78-201 (C)(8)	total site area;					187
Section 78-201 (C)(8)	lot area and lot area as percentage of total area					188
Section 78-201 (C)(8)	number of lots;					189
Section 78-201 (C)(8)	density (dwellings per acre)					190
Section 78-201 (C)(8)	average lot size;					191
Section 78-201 (C)(8)	Building coverage (area of building footprint(s) as share of total site);					192
Section 78-201 (C)(8)	Floor area ratio (where applicable);					193
Section 78-201 (C)(8)	Floor area by use;					194
Section 78-201 (C)(8)	Number of floors;					195
Section 78-201 (C)(8)	Height of buildings;					196
Section 78-201 (C)(8)	For residential buildings, the number, size and type of dwelling units;					197
Section 78-201 (C)(8)	Number of parking spaces					198
Section 78-201 (C)(8)	Parking ratio;					199
Section 78-201 (C)(8)	Parking spaces for persons with disabilities;					200
Section 78-201 (C)(8)	Amount of impervious surface;					201
Section 78-201 (C)(8)	Area of dedicated right-of-way;					202
Section 78-201 (C)(8)	Lot numbers on each lot;					203
Section 78-201 (C)(8)	Lot size on each lot;					204
Section 78-201 (C)(8)	Lot lines dimensioned;					205
Section 78-201 (C)(8)	Front setback, side yard and rear yard labeled and dimensioned;					206
Section 78-201 (C)(8)	Proposed finished grading by contours supplemented where necessary by spot elevations;					207

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Section 78-201(C)(8)	Proposed water and sanitary sewer facilities, indicating pipe sizes, types and grades and where connection is to be made to the town or other utility system;					208
Section 78-201(C)(8)	Provisions for fire protection;					209
Section 78-201(C)(8)	Provisions for the adequate disposition of natural water and storm water in accordance with the duly adopted design criteria and standards of the town, indicating location, sizes, types and grades of ditches, catch basins and pipes and connections to existing drainage system.					210
Section 78-201(C)(8)	Provision for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction.					211
Section 78-201(C)(8)	Proposed easements, with size, on site and on adjoining properties for: sanitary sewer with flow direction indicated: storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other;					212
Section 78-201(C)(8)	Proposed and existing to remain above and below ground utilities, including electric, communications, and the like;					213
Section 78-201(C)(8)	Proposed and existing to remain water, sanitary sewer and storm sewer, and fire hydrants indicating pipe sizes					214
Section 78-201(C)(8)	For proposed water, sanitary sewer, storm sewer, and fire hydrants; show flow direction, types and grades and where connection is made to the town or other utility system;					215
Section 78-201(C)(8)	Provisions for monuments to be placed on the site.					216
Section 78-201(C)(8)	The features of the proposed development, including land uses, the general location of buildings proposed, the number of residential units and types, the type, amount (in square feet), Floor Area Ratio of nonresidential development, and other information about densities and intensities;					217
Section 78-201(C)(8)	Building restriction lines;					218
Section 78-201(C)(8)	Foot print of buildings and other structures;					219
Section 78-201(C)(8)	Dimensions;					220
Section 78-201(C)(8)	Finished floor elevations;					221
Section 78-201(C)(8)	Proposed distance of setbacks and yards for each building;					222
	PROPOSED LANDSCAPING AND OPEN SPACE					223
Section 78-201(C)(8)	Open space as percentage of total site or lot area (as applicable)					224
Section 78-201(C)(8)	Chart of required and proposed plant materials conforming to the requirements of the code.					225
Section 78-201(C)(8)	Schedule of the proposed plant species, size, common and botanical name.					226
Section 78-201(C)(8)	Methods of proposed irrigation and drainage for maintenance of required landscaping.					227
Section 78-201(C)(8)	Drawings showing planting details for landscape materials proposed to be placed on the site.					228
Section 78-201(C)(8)	Location of open space and recreation facilities, with associated calculations showing amount and type per Herndon Town Code Section 78-504;					229
Section 78-201(C)(8)	Landscape Plan in accordance with Section 78-503 (C)(2), on a separate sheet;					230
Section 78-201(C)(8)	Show generally on the plan and in tabular form how the plan					231

Comments: _____

	meets the requirements of Section 78-504					
Section 78-201(C)(8)	Proposed ownership of open space;					232
	ADDITIONAL INFORMATION ABOUT CIRCULATION					233
Section 78-201(C)(8)	A proposed traffic circulation plan including major streets and major pedestrian, and bike paths; the approximate location of proposed community and public facilities and the proposed plan for major sanitary sewer and storm drainage improvements; and a schedule showing the number of parking spaces provided and the number of required by the provisions of Section 78-500, Off-Street Parking and Loading;					234
Section 78-201(C)(8)	Location, type and size of pedestrian and vehicular circulation facilities on the site, including;					235
Section 78-201(C)(8)	Design of vehicular entrances and exits in relation to streets giving access to the site and in relation to pedestrian traffic;					236
Section 78-201(C)(8)	Hike and bike trail system per town comprehensive plan					237
Section 78-201(C)(8)	Proposed streets abutting or through the site:					238
Section 78-201(C)(8)	Right-of-way lines, width, and category of street					239
Section 78-201(C)(8)	name and route number					240
Section 78-201(C)(8)	slope					241
Section 78-201(C)(8)	centerline with stations and points of curvature					242
Section 78-201(C)(8)	radii of curves					243
Section 78-201(C)(8)	Parking areas (on and off-street)					244
Section 78-201(C)(8)	Size and angle of stalls;					245
Section 78-201(C)(8)	Loading spaces;					246
Section 78-201(C)(8)	Associated walkways;					247
Section 78-201(C)(8)	Type of surfacing;					248
Section 78-201(C)(8)	Aisle width;					249
Section 78-201(C)(8)	Location and design of inter-parcel access;					250
	ADDITIONAL INFORMATION TO BE SHOWN ON THE PLAN					251
Section 78-201(C)(8)	Visual and acoustical screening of mechanical equipment (roof-mounted and ground-mounted);					252
Section 78-201(C)(8)	Bulk solid waste receptacles in conformance with Section 78-516;					253
Section 78-201(C)(8)	Proposed public use dedications					254
Section 78-201(C)(8)	Compliance with applicable established design criteria, construction standards and specifications for improvements required by ordinance or a duly adopted resolution by the Town Council; or recommended by the staff based on accepted planning practices;					255
Section 78-201(C)(8)	Any additional information that the applicant may desire to provide in the consideration of the application.					256
Section 78-201(C)(8)	A traffic impact study for the proposed uses(s) prepared in accordance with Section 78-501(B), Traffic impact studies.					257
Section 78-201(C)(8)	A description of special amenities proposed within the development;					258
Section 78-201(C)(8)	A statement setting forth the proposed approximate development schedule					259
Section 78-201(C)(8)	Certification, in a form prescribed by the Zoning Administrator, that all required public notification regarding a public hearing has been given in accordance with Section 78-201(l), Public Notification shall be submitted upon completion of proper					260

Comments: _____

	notification by the applicant					
Section 78-201(C)(8)	For review and presentation at the Planning Commission and the Town Council meetings; nine copies of the primary plan sheet and landscape sheet (as applicable) on 11" x 17" sheet for each meeting, in a form determined by the Zoning Administrator					261
Section 78-201(C)(8)	The Zoning Administrator or Subdivision Administrator may request additional information, as reasonable, if necessary for the evaluation of the application.					262
Section 78-201(C)(8)	Prior to submittal of the application materials, the applicant may request that the Zoning Administrator or Subdivision Administrator approve relief from any specific submittal requirements listed in Section 78-201(C) or elsewhere if the Zoning Administrator or Subdivision Administrator deems such requirements unnecessary for the evaluation of the application.					263



ENGINEERS AND SURVEYORS INSTITUTE
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 TOWN OF HERNDON, VIRGINIA
 MINIMUM SUBMISSION REQUIREMENTS
 PRELIMINARY SITE PLAN



PROJECT NAME _____

PROJECT LOCATION (ADDRESS) _____

TAX MAP REFERENCES: _____

APPLICANT NAME _____

APPLICANT ADDRESS _____

APPLICANT EMAIL ADDRESS _____

SUBMITTING FIRM _____

REVIEW DATE _____ ESI STAFF ENGINEER _____

Note: The following sheets and information are required for every submission. Additional sheets and information should be provided where necessary to demonstrate compliance with City requirements or conditions of approval. Review dates are determined by routing from Planning & Zoning.

CODE SECTION	REQUIREMENT	SHEET	OK	NO	N/A	LINE
		Optional				
Section 78-201 (C)(8)	Current standard Town of Herndon Cover Sheet; all information blocks completed and signed as appropriate (title block, fee schedule, bonding estimates, etc.)			*		1
Section 78-201 (C)(8)	Sheet size not to exceed 24"x36"					2
Section 78-201 (C)(8)	Drawings are to a standard scale, not to exceed 1"=50'					3
PFM 2-0107.1A	Contour interval not to exceed 2'					4
Section 78-201 (C)(8)	Topography credit, where done by others					5
Section 78-201 (C)(8)	Reference datum.					6
Section 78-201 (C)(8)	Boundary survey with error of closure within 1/10,000, showing location and type of boundary evidence and boundary credit where done by others					7
Section 78-201 (C)(8)	If plan spans more than one sheet, match lines are provided					8
Section 78-201 (C)(8)	Engineer's or surveyor's certification completed with seal and date on sheets with engineering content.			*		10
Section 78-201 (C)(8)	Any waivers, zoning variances, or proffers granted for the project shown on the plans					12
Section 78-201 (C)(8)	Within 10' of the site, features on adjoining properties including: departing property lines, drip line of trees, easements, to be shown on all sheets					13
Section 78-201 (C)(8)	Overall site layout plan (showing all phases or proposed sections), including lot numbers and acres					14
Office Policy	Fire Marshall comments shown on plan					15

Comments: _____

Section 78-201 (C)(8)	Watercourses and their names					16
Section 78-201 (C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					17
PFM 2-021.2.19	Owner/developer wetlands certification signed			*		18
	PLANNING AND ZONING					19
Section 78-201 (C)(8)	Rezoning number with date and ordinance number is on plan approval information					20
Section 78-201 (C)(8)	Plan includes rezoning approval letter to applicant including approved ordinance proffers, modifications, conditions, and waivers.			*		21
Section 78-201 (C)(8)	Plan includes Town Council rezoning resolution for Approved Preliminary Subdivision Plan.			*		22
Section 78-201 (C)(8)	GDP included on plan if applicable			*		23
Section 78-201 (C)(8)	Special Exception Resolution with conditions if applicable included			*		24
Section 78-201 (C)(8)	BZA approval letter to applicant included if applicable			*		25
Section 78-201 (C)(8)	Special Exception plan included if applicable			*		26
Section 78-201 (C)(8)	Any waivers, zoning variances, or conditions granted for the project shown on the plans					27
Section 78-201 (C)(8)	Statement of compliance with any applicable proffers, Special Exception conditions, variances, waivers, or modifications			*		28
Section 78-201 (C)(8)	Statement of compliance with GDP and / or Special Exception plan layout if applicable.			*		29
Section 78-201 (C)(8)	Required grave burial ground statement, or "none"					30
Section 78-201 (C)(8)	Natural features, including drainage divides and 100 year flood plain					31
	EXISTING CONDITIONS					32
Section 78-201 (C)(8)	Existing topography with a maximum of two-foot contour intervals					33
Section 78-201 (C)(8)	Natural features, including drainage divides and 100 year flood plain					34
Section 78-201 (C)(8)	Watercourses and their names					35
Section 78-201 (C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					36
Section 78-201 (C)(8)	Structures					37
Section 78-201 (C)(8)	Existing streets abutting or through the site					38
Section 78-201 (C)(8)	Right-of-way lines, width, and category of street					39
Section 78-201 (C)(8)	Name of streets and route numbers					40
Section 78-201 (C)(8)	Slope of streets					41
Section 78-201 (C)(8)	Centerline of streets with stations and points of curvature					42
Section 78-201 (C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for : sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading					43

Comments: _____

Section 78-201 (C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					44
Section 78-201 (C)(8)	Survey of existing trees prepared by an ISA Certified Arborist, shown on one sheet, and including:					45
Section 78-201 (C)(8)	Existing trees having a caliper of 8" or greater when measured 4.5' above ground, or a tree stand delineation as approved for group identification by the community forester					46
Section 78-201 (C)(8)	Ornamental trees including, but not limited to: Dogwood (Cornus), American Holly (Ilex opaca), Shadblow (Amelanchier species), Eastern Redbud (Cercis canadensis) and Fringe Tree (Chionanthus virginicus) having a caliper of 2-4" measured 6" above ground or having a caliper of greater than 4" measured 12" above ground shall also be included in the inventory					47
Section 78-201 (C)(8)	Groups of trees and individual trees standing alone that will be retained on the site, including designated "tree protection areas" shall be accurately identified, located on the tree survey, and shown on the plan of proposed development.					48
Section 78-201 (C)(8)	Trees located off-site which have drip lines extending into the site shown and considered within the site for purposes of protective field practices					49
Section 78-201 (C)(8)	All trees located off-site which have drip lines extending into the site shall be shown and considered as within the site for purposes of protective field practices					50
	PUBLIC STREET REQUIREMENTS					51
Section 78-201 (C)(8)	Existing streets abutting or through the site					52
Office Policy	Street names shown for existing and proposed streets					53
PFM 7-0404.1	Centerlines shown for proposed streets with stations and points of curvature					54
PFM 7-0404.1	Centerline stationing shown in plan view for existing and proposed streets					55
Section 78-201 (C)(8)	Street widths, pavement and right-of-way shown for existing and proposed streets					56
Section 78-201 (C)(8)	Slope of streets					57
Office Policy	Label radii of curves on streets of all curbs to face of curb					58
PFM 7-0201.1.C.	Existing right of way dedicated if VDOT frontage not present (Deed Book and page number shown)					59
PFM 7-0405.2	Intersection and entrance sight distance (horizontal and profile) for all existing and proposed entrances			*		60
Section 78-201 (C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for : sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other;					62
Section 78-201 (C)(8)	Adequate pedestrian connections					64
Office Policy	Full width typical sections shown for each street planned, and for widening of existing streets and/or turn lane additions. Assumed CBR value of 10.					65
PFM 7-0105.1	At existing street intersections, posted speed shown for existing road			*		66
PFM 7-0105.1	Street category and traffic volume shown for each new street			*		67
PFM 7-0105.1	Curve data shown to conform with street category for new					68

Comments: _____

	streets					
PFM 7-0107.5.A.	Stop or yield signs at all intersections					69
PFM 7-0401.1A&B	Handicapped ramps at all curb returns					70
Office Policy	Pavement markings layout shown					71
	PRIVATE STREETS					72
Section 70- (Subdivision Ord under modification by staff)	Ingress/egress easement noted or delineated for all private streets					73
PFM Std TU-1	Typical cross section and turnaround for private streets					74
Section 70- (Subdivision Ord under modification by staff)	Private residential streets not exceed 600'(182.88 m) without waiver					75
PFM 2-103.6	Private street maintenance note on plan and plat (agency)					76
PFM 23-7 PS-3	Pipestem driveway pavement design shown					77
	EROSION AND SEDIMENT CONTROL					78
DEM ltr #30-88	Erosion and sedimentation controls identified and trap computations shown					79
PFM 2-0203.1.C	Limit of clearing and grading shown					80
PFM 11-0104.1	2 phase plans provided for erosion and sedimentation control					81
PFM 11-0104.1	1st stage phase 1 limits of clearing only to install perimeter controls					82
DEM ltr #30-88	Calculations provided to insure adequacy of sediment basins					83
PFM 2-0212.12	Clearing limits matches between : grading, erosion and sediment, GDP sheets					84
VESCH Chapter VI	Erosion and Sediment Control Narrative, including: Project Description, Existing site conditions, adjacent areas, off-site areas, soils, critical areas, erosion and sediment control measures, permanent stabilization, stormwater runoff considerations, maintenance and appropriate calculations for proposed control measures					85
Office Policy	Overlay soils boundaries on Phase I E&S plan					86
Office Policy	Construction entrances with washracks at all access points					87
Office Policy	Show sanitary sewer, waterlines, and storm sewer on Phase 2 E&S plan. Include structure labels. Perimeter E&S control measures shown in Phase 1 must take construction of utilities into account.					88
	DRAINAGE					89
PFM 6-1405.1	Flood plain easement provided and reference to flood plain study number					92
PFM 6-0202.5	No concentrated surface water discharged offsite without easements					93
PFM 6-0301.3	SWM facility provided on-site			*		100
PFM 6-0401.2	BMP facility provided on-site			*		103
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PF M 12-0403.2.B.	Drip line shown for trees to be retained					120
PF M 12-0403.10.	Tree protection shown and identified					121
Section 78-201 (C)(8)	Notation on site plan prohibiting disturbance inside tree protection areas, including, but not limited to, grading, clearing, storage of materials, dumping of materials, and parking or transporting of vehicles and equipment					122
	MISCELLANEOUS					123
PF M 2-0212.3	North arrow and reference to State Grid System (VCS 83)					124
ESI Tech Bul 5-3	At least one set of plans has original signature and date on seal on cover sheet from each professional. APELSLA Board R&R 12.8.B.			*		125
PF M 2-0107.1	Proposed grading shown by contours and spot elevations					126
Office Policy	Slope of driveways labeled					127
Section 78-201 (C)(8)	Owner, zoning and present use of adjoining property					128
PF M 10-0104.2.C	Bearings and distances on centerlines of sanitary sewers					129
PF M-10-0104.2.A.	Sanitary sewer profiles on same sheet as plan					130
PF M 10-0102.5.C.	Sanitary sewer setback 15' (4.6 m) from all buildings					131
Section 78-201 (C)(8)	Existing easements of record shown with deed book and page number					132
Section 78-201 (C)(8)	Proposed easements shown and identified as "proposed" otherwise Deed Book and page number shown					133
PF M 8-0100	Sidewalk provided along the site's road frontage if required					134
Section 78-201 (C)(8)	Trails and walks as shown on GDP					135
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Office Policy	Prints legible, not too light or too dark to microfilm					140
Office Policy	Existing topography not screened excessively so as not legible					141

Comments: _____

Office Policy	Insufficient elevation numbers on existing contour lines				142
	FIRE AND RESCUE DEPARTMENT ISSUES				143
PF M 9-0202.2.J1	Emergency access to within 100' (30 m) of main entrance				144
Fire Marshal	Fire lanes location marked on separate plan sheet				145
PF M 9-0202.2J(5)	Fire lanes a minimum of 18' (5.5 m) wide				146
	WATERLINES				147
PF M 9-0102.6A	Proposed tie-ins to existing water system shown		*		148
PF M 9-0102.3A	Sizes of proposed water mains and locations indicated		*		149
PF M 9-0102.7A	Existing easements with Deed Book and Page Number provided				150
PF M 9-0102.6C	Profile all proposed public water mains included		*		151
PF M 9-0102.3D & .6D	Show utility crossings on the profiles		*		153
PF M 9-0102.6H	Test holes results for all crossings with less than 1' (0.3 m) vertical clearance				154
	PROPOSED CONDITIONS				155
Section 78-201 (C)(8)	(information to be Shown in Tabular form, indicating (a) the zoning provision for the minimum or maximum permitted, and (b) proposed.)				156
Section 78-201 (C)(8)	lot area				157
Section 78-201 (C)(8)	lot width; corner (or end) and interior;				158
Section 78-201 (C)(8)	setbacks;				159
Section 78-201 (C)(8)	side yard: total of combined side yards, where applicable;				160
Section 78-201 (C)(8)	rear yard;				161
Section 78-201 (C)(8)	total site area;				162
Section 78-201 (C)(8)	lot area and lot area as percentage of total area				163
Section 78-201 (C)(8)	number of lots;				164
Section 78-201 (C)(8)	density (dwellings per acre)				165
Section 78-201 (C)(8)	average lot size;				166
Section 78-201 (C)(8)	Height of buildings;				167
Section 78-201 (C)(8)	For residential buildings, the number, size and type of dwelling units;				168
Section 78-201 (C)(8)	Number of parking spaces				169
Section 78-201 (C)(8)	Parking ratio;				170
Section 78-201 (C)(8)	Amount of impervious surface;				171
Section 78-201 (C)(8)	Area of dedicated right-of-way;				172
Section 78-201 (C)(8)	Lot numbers on each lot;				173
Section 78-201 (C)(8)	Lot size on each lot;				174
Section 78-201 (C)(8)	Lot lines dimensioned;				175
Section 78-201 (C)(8)	Front setback, side yard and rear yard labeled and dimensioned;				176
Section 78-201 (C)(8)	Proposed easements, with size, on site and on adjoining properties for: sanitary sewer with flow direction indicated: storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other;				177
Section 78-201 (C)(8)	Proposed and existing to remain above and below ground utilities, including electric, communications, and the like;				178
Section 78-201 (C)(8)	Proposed and existing to remain water, sanitary sewer and storm sewer, and fire hydrants indicating pipe sizes				179

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Section 78-201(C)(8)	The features of the proposed development, including land uses, the general location of buildings proposed, the number of residential units and types, the type, amount (in square feet), Floor Area Ratio of nonresidential development, and other information about densities and intensities;					180
Section 78-201(C)(8)	Building restriction lines;					181
Section 78-201(C)(8)	Foot print of buildings and other structures;					182
Section 78-201(C)(8)	Proposed distance of setbacks and yards for each building;					183
	PROPOSED LANDSCAPING AND OPEN SPACE					184
Section 78-201(C)(8)	Open space as percentage of total site or lot area (as applicable)					185
Section 78-201(C)(8)	Chart of required and proposed plant materials conforming to the requirements of the code.					186
Section 78-201(C)(8)	Location of open space and recreation facilities, with associated calculations showing amount and type per Herndon Town Code Section 78-504;					187
Section 78-201(C)(8)	Proposed ownership of open space;					188
	ADDITIONAL INFORMATION ABOUT CIRCULATION					189
Section 78-201(C)(8)	A proposed traffic circulation plan including major streets and major pedestrian, and bike paths; the approximate location of proposed community and public facilities and the proposed plan for major sanitary sewer and storm drainage improvements; and a schedule showing the number of parking spaces provided and the number of required by the provisions of Section 78-500, Off-Street Parking and Loading;					190
Section 78-201(C)(8)	Location, type and size of pedestrian and vehicular circulation facilities on the site, including;					191
Section 78-201(C)(8)	Design of vehicular entrances and exits in relation to streets giving access to the site and in relation to pedestrian traffic;					192
Section 78-201(C)(8)	Hike and bike trail system per town comprehensive plan					193
Section 78-201(C)(8)	Proposed streets abutting or through the site:					194
Section 78-201(C)(8)	Right-of-way lines, width, and category of street					195
Section 78-201(C)(8)	name and route number					196
Section 78-201(C)(8)	slope					197
Section 78-201(C)(8)	centerline with stations and points of curvature					198
Section 78-201(C)(8)	radii of curves					199
Section 78-201(C)(8)	Parking areas (on and off-street)					200
Section 78-201(C)(8)	Location and design of inter-parcel access;					201
	ADDITIONAL INFORMATION TO BE SHOWN ON THE PLAN					202
Section 78-201(C)(8)	Proposed public use dedications					203
Section 78-201(C)(8)	Compliance with applicable established design criteria, construction standards and specifications for improvements required by ordinance or a duly adopted resolution by the Town Council; or recommended by the staff based on accepted planning practices;					204
Section 78-201(C)(8)	Any additional information that the applicant may desire to provide in the consideration of the application.					205
Section 78-201(C)(8)	A traffic impact study for the proposed uses(s) prepared in accordance with Section 78-501(B), Traffic impact studies.					206

Comments: _____

Section 78-201(C)(8)	A description of special amenities proposed within the development;					207
Section 78-201(C)(8)	A statement setting forth the proposed approximate development schedule					208
Section 78-201(C)(8)	Certification, in a form prescribed by the Zoning Administrator, that all required public notification regarding a public hearing has been given in accordance with Section 78-201(I), Public Notification shall be submitted upon completion of proper notification by the applicant					209
Section 78-201(C)(8)	For review and presentation at the Planning Commission and the Town Council meetings; nine copies of the primary plan sheet and landscape sheet (as applicable) on 11" x 17" sheet for each meeting, in a form determined by the Zoning Administrator					210
Section 78-201(C)(8)	The Zoning Administrator or Subdivision Administrator may request additional information, as reasonable, if necessary for the evaluation of the application.					211
Section 78-201(C)(8)	Prior to submittal of the application materials, the applicant may request that the Zoning Administrator or Subdivision Administrator approve relief from any specific submittal requirements listed in Section 78-201(C) or elsewhere if the Zoning Administrator or Subdivision Administrator deems such requirements unnecessary for the evaluation of the application.					212



ENGINEERS AND SURVEYORS INSTITUTE
 "A public/private partnership"
 HERNDON, VIRGINIA
 MINIMUM SUBMISSION REQUIREMENTS
 SUBDIVISION SITE PLAN

PROJECT NAME & NUMBER: _____ Revision ☐

PROJECT ADDRESS: _____

TAX MAP REFERENCES: _____

APPLICANT NAME: _____ DPE# _____

APPLICANT ADDRESS: _____

APPLICANT EMAIL ADDRESS: _____

SUBMITTING FIRM: _____

REVIEW DATE: _____ ESI STAFF ENGINEER: _____

Note: The following sheets and information are required for every submission. Additional sheets and information should be provided where necessary to demonstrate compliance with City requirements or conditions of approval. Review dates are determined by routing from Planning & Zoning.

CODE SECTION	REQUIREMENT	SHEET	OK	NO	N/A	LINE
		Optional				
Section 78-201 (C)(8)	Current standard Town of Herndon Cover Sheet; all information blocks completed and signed as appropriate (title block, fee schedule, bonding estimates, etc.)			*		1
Section 78-201 (C)(8)	Sheet size not to exceed 24"x36"					2
Section 78-201 (C)(8)	Drawings are to a standard scale, not to exceed 1"=50'					3
PFM 2-0107.1A	Contour interval not to exceed 2'					4
Section 78-201 (C)(8)	Where existing slope is less than 2%, either 1' contours or spot elevations where necessary but not more than 50' apart in both directions					5
Section 78-201 (C)(8)	Existing topography extending at least 25' beyond site boundary					6
Section 78-201 (C)(8)	Topography credit, where done by others					7
Section 78-201 (C)(8)	Reference datum.					8
Section 78-201 (C)(8)	Boundary survey with error of closure within 1/10,000, showing location and type of boundary evidence and boundary credit where done by others					9
Section 78-201 (C)(8)	Certificate by surveyor or engineer setting forth source of title of the owner and place of record of the last instrument in chain of title					10
Section 78-201 (C)(8)	If plan spans more than one sheet, match lines are provided					11
PFM 4-0201	Plan note that a soil report is required if construction is proposed in an "A" soil or a dam is proposed requiring a report per PFM Plate # 64-6					12
Section 78-201 (C)(8)	Engineer's or surveyor's certification completed with seal and date			*		13

Comments: _____

	on sheets with engineering content.					
Section 78-201 (C)(8)	Any waivers, zoning variances, or proffers granted for the project shown on the plans					15
Section 78-201 (C)(8)	Proposed uses					16
Section 78-201 (C)(8)	Within 10' of the site, features on adjoining properties including: departing property lines, drip line of trees, easements, to be shown on all sheets					17
Section 78-201 (C)(8)	Overall site layout plan (showing all phases or proposed sections), including lot numbers and acres					18
	Fire Marshall comments shown on plan					19
Section 78-201 (C)(8)	Watercourses and their names					20
Section 78-201 (C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					21
PF M 2-0212.19	Owner/developer wetlands certification signed			*		22
	PLANNING AND ZONING					23
Section 78-201 (C)(8)	Rezoning number with date and ordinance number is on plan approval information					24
Section 78-201 (C)(8)	Plan includes rezoning approval letter to applicant including approved ordinance proffers, modifications, conditions, and waivers.			*		25
Section 78-201 (C)(8)	Plan includes Town Council rezoning resolution for Approved Preliminary Subdivision Plan.			*		26
Section 78-201 (C)(8)	GDP included on plan if applicable			*		27
Section 78-201 (C)(8)	Special Exception Resolution with conditions if applicable included			*		28
Section 78-201 (C)(8)	BZA approval letter to applicant included if applicable			*		29
Section 78-201 (C)(8)	Special Exception plan included if applicable			*		30
Section 78-201 (C)(8)	Any waivers, zoning variances, or conditions granted for the project shown on the plans					31
Section 78-201 (C)(8)	Statement of compliance with any applicable proffers, Special Exception conditions, variances, waivers, or modifications			*		32
Section 78-201 (C)(8)	Statement of compliance with GDP and / or Special Exception plan layout if applicable.			*		33
Section 78-201 (C)(8)	Valid preliminary subdivision plan.			*		34
Section 78-201 (C)(8)	Required grave burial ground statement, or "none"					35
Section 78-201 (C)(8)	Natural features, including drainage divides and 100 year flood plain					36
Section 78-201 (C)(8)	Identification of soil characteristics (soils map and soils data chart)					37
	EXISTING CONDITIONS					38
Section 78-201 (C)(8)	Existing topography with a maximum of two-foot contour intervals					39
Section 78-201 (C)(8)	Where existing ground is on a slope of less than two percent: either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions.					40
Section 78-201 (C)(8)	Existing topography extending at least 25' beyond site boundary					41
Section 78-201 (C)(8)	Natural features, including drainage divides and 100 year flood plain					42
Section 78-201 (C)(8)	Watercourses and their names					43
Section 78-201 (C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer					44

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	area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					
Section 78-201(C)(8)	Identification of soil characteristics (soils map and soils data chart)					45
Section 78-201(C)(8)	Structures					46
Section 78-201(C)(8)	Existing streets abutting or through the site					47
Section 78-201(C)(8)	Right-of-way lines, width, and category of street					48
Section 78-201(C)(8)	Name of streets and route numbers					49
Section 78-201(C)(8)	Slope of streets					50
Section 78-201(C)(8)	Centerline of streets with stations and points of curvature					51
Section 78-201(C)(8)	radii of curves					52
Section 78-201(C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for : sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas; electric, telephone; slopes; grading					53
Section 78-201(C)(8)	Existing above and below ground utilities, including, electric, communications, and the like;					54
Section 78-201(C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					55
Section 78-201(C)(8)	For existing water, sanitary sewer and storm sewer facilities, and, fire hydrants: show flow direction, types and grades and where connection is made to the town or other utility system;					56
Section 78-201(C)(8)	Survey of existing trees prepared by an ISA Certified Arborist, shown on one sheet, and including:					57
Section 78-201(C)(8)	Existing tree canopy cover					58
Section 78-201(C)(8)	Existing trees having a caliper of 8" or greater when measured 4.5' above ground, or a tree stand delineation as approved for group identification by the community forester					59
Section 78-201(C)(8)	Ornamental trees including, but not limited to: Dogwood (Cornus), American Holly (Ilex opaca), Shadblow (Amelanchier species), Eastern Redbud (Cercis canadensis) and Fringe Tree (Chionanthus virginicus) having a caliper of 2-4" measured 6" above ground or having a caliper of greater than 4" measured 12" above ground shall also be included in the inventory					60
Section 78-201(C)(8)	Groups of trees and individual trees standing alone that will be retained on the site, including designated "tree protection areas" shall be accurately identified, located on the tree survey, and shown on the plan of proposed development.					61
Section 78-201(C)(8)	Trees located off-site which have drip lines extending into the site shown and considered within the site for purposes of protective field practices					62
Section 78-201(C)(8)	All trees within the site and adjacent areas and shown to be saved on the site plan shall be shown according to the total spread of the tree canopy / crown / cover at the drip line					63
Section 78-201(C)(8)	All trees located off-site which have drip lines extending into the site shall be shown and considered as within the site for purposes of protective field practices					64
	PUBLIC STREET REQUIREMENTS					65
Section 78-201(C)(8)	Existing streets abutting or through the site					66
Office Policy	Street names shown for existing and proposed streets					67
PF M 7-0404.1	Centerlines shown for proposed streets with stations and points of curvature					68

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PFM 7-0404.1	Centerline stationing shown in plan view for existing and proposed streets					69
Office Policy	Street widths, pavement and right-of-way shown for existing and proposed streets					70
Section 78-201 (C)(8)	Slope of streets					71
Office Policy	Label radii of curves on streets of all curbs to face of curb					72
PFM 7-0201.1.C.	Existing right of way dedicated if VDOT frontage not present (Deed Book and page number shown)					73
PFM 7-0405.2	Intersection and entrance sight distance (horizontal and profile) for all existing and proposed entrances		*			74
PFM 7-0404.6	Profiles for all new streets including widening and turn lanes for existing roads, with stationing, centerline elevations, functional classification and design speed indicated		*			75
Section 78-201 (C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for : sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other;					76
Section 78-201 (C)(8)	Adequate pedestrian connections					78
Office Policy	Full width typical sections shown for each street planned, and for widening of existing streets and/or turn lane additions. Assume CBR value of 10.					79
PFM 7-0105.1	At existing street intersections, posted speed shown for existing road		*			80
PFM 7-0105.1	Street category and traffic volume shown for each new street		*			81
PFM 7-0105.1	Curve data shown to conform with street category for new streets					82
PFM 7-0107.5.A.	Stop or yield signs at all intersections					83
PFM 7-0401.1A&B	Handicapped ramps at all curb returns					84
Office Policy	Pavement markings layout shown					85
	PRIVATE STREETS					86
Section 70- (Subdivision Ord under modification by staff)	Ingress/egress easement noted or delineated for all private streets					87
PFM Std TU-1	Typical cross section and turnaround for private streets					88
Section 70- (Subdivision Ord under modification by staff)	Private residential streets not exceed 600'(182.88 m) without waiver					89
PFM 2-103.6	Private street maintenance note on plan and plat (agency)					90
PFM 23-7 PS-3	Pipestem driveway pavement design shown					91
	EROSION AND SEDIMENT CONTROL					92
DEM ltr #30-88	Erosion and sedimentation controls identified and trap computations shown					93
PFM 2-0203.1.C	Limit of clearing and grading shown					94
PFM 11-0104.1	2 phase plans provided for erosion and sedimentation control					95
PFM 11-0104.1	1st stage phase 1 limits of clearing only to install perimeter controls					96
DEM ltr #30-88	Calculations provided to insure adequacy of sediment basins					97
PFM 2-021.2.1.2	Clearing limits matches between : grading, erosion and sediment, GDP sheets					98

Comments: _____

VESCH Chapter VI	Erosion and Sediment Control Narrative, including: Project Description, Existing site conditions, adjacent areas, off-site areas, soils, critical areas, erosion and sediment control measures, permanent stabilization, stormwater runoff considerations, maintenance and appropriate calculations for proposed control measures					99
Office Policy	Overlay soils boundaries on Phase I E&S plan					100
Office Policy	Construction entrances with washracks at all access points					101
Office Policy	Show sanitary sewer, waterlines, and storm sewer on Phase 2 E&S plan. Include structure labels. Perimeter E&S control measures shown in Phase 1 must take construction of utilities into account.					102
	DRAINAGE					103
PF M 6-0202.13	Overland relief provided for sump conditions and to clear building					104
PF M 6-1405.1	Flood plain easement provided and reference to flood plain study number					106
PF M 6-0202.5	No concentrated surface water discharged offsite without easements					107
PF M 6-0905.1008	Design computations provided for closed and open systems. Indicate time of concentration used					108
PF M 6-0203.1.B	Outfall narrative description. Provide cross-sections of channel, chart showing channel type, depth, velocity and determination of adequacy and type of erosion control required, if any.			*		109
PF M 6-0201.2	If open channel, is it an existing natural incised channel					110
PF M 6-0203.1.A.	Cross section, water surface elevation and computations shown for existing natural incised channel			*		111
PF M 6-0203.1.A.	If incised channel, show both horizontal and vertical scale			*		112
PF M 6-0203.3.	If into existing system, include its capacity computations and proposed flow			*		113
PF M 6-0301.3	SWM facility provided on-site with required calculations, including contributing drainage area and weighted 'c' factor, stage-storage tables, outlet configuration, stage-discharge curves, inflow and outflow hydrographs for storage facilities			*		114
Office Policy	Provide calculations for allowable release rate in the following format: Allowable release rate = (Pre-construction runoff for site) + (Off-site controlled runoff) – (Post-construction on-site uncontrolled runoff)			*		115
Office Policy	Profile proposed ponds					116
PF M 6-0401.2	BMP facility provided on-site with required calculations			*		117
Office Policy	BMP design worksheet shown			*		118
Office Policy	SWM/BMP narrative, including number and type of facilities, description of watershed methodology/rational, maintenance plan and any other pertinent information					119
PF M 6-1701.3	Resource Protection Area boundary shown if it is within the site			*		120
PF M 6-0303.3.	SWM and BMP not in RPA without approved exception					121
PF M 6-0402.8(g)	BMP maintenance responsibility statement (agency)					122
PF M 6-0402.8(c)	BMP open space credit note "water quality management area..."					123
Office Policy	Show off-site drainage area map with drainage areas and acreages annotated					124
Office Policy	Proposed drainage areas to each drainage structure clearly shown. Area, 'c' factor, and structure destination for each subarea					125

Comments: _____

BMP'S

	labeled					
Section 78-201 (C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					126
Section 78-201 (C)(8)	For existing water, sanitary sewer and storm sewer facilities, and, fire hydrants: show flow direction, types and grades and where connection is made to the town or other utility system;					127
Office Policy	Show existing and proposed storm sewers, curb and gutter, subdrains and/or culverts					128
	LIGHTING PLAN					129
Streetlight Policy and Standards	Lighting plan prepared in accordance with Town of Herndon lighting standards			*		130
Streetlight Policy and Standards	Distribution pattern of each fixture to be used. Professional engineer must certify that the proper distribution patterns are shown on the plan.					131
Streetlight Policy and Standards	Product cut sheets and complete product numbers for each fixture to be used					132
Section 78-201 (C)(8)	Location of signs.					133
Section 78-201 (C)(8)	On-site lighting depicted on a site lighting plan, in conformance with Section 78-515(f):					134
Section 78-201 (C)(8)	Description of all luminaires (location, output and type) and the method of fixture mounting, output (distribution patterns), and mounting height above grade.					135
Section 78-201 (C)(8)	Architectural style.					136
Section 78-201 (C)(8)	Levels of illumination diagrammed with maintained horizontal footcandle values at a distance of three feet above the ground, with grid spacing no greater than 15 feet covering the entire site and adjacent areas.					137
Section 78-201 (C)(8)	Detail sheet showing poles and fixtures, and whether poles are foundation-mounted or direct burial; as well as detail for fixtures mounted on buildings.					138
Section 78-201 (C)(8)	Detail of shielding devices and methods, as well as the distribution patterns for each type of shielding.					139
Section 78-201 (C)(8)	Statements on the plan sheet that 1). Sodium vapor luminaires shall not be used for site lighting; and 2). All direct light rays from site lighting fixtures shall be confined entirely within the boundary line of the site; Product cut sheets and individual distribution patterns (may be submitted when information is known.)					140
Section 78-201 (C)(8)	Streetlights to be provided on public streets, with specifications shown on photometric plan					141
Section 78-201 (C)(8)	The limits of clearing shall be located at the outermost limits of the area to be cleared, shall be accurately shown and labeled, shall not include any necessary clearing, and shall be shown on the plan of proposed development.					142
Section 78-201 (C)(8)	The location of tree wells and tree walls shall be accurately located on the site plan.					143
Section 78-201 (C)(8)	Applicable diagrams of standard tree protection devices					144
PF M 12-0403.2.B.	Drip line shown for trees to be retained					145
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PFM 9-0202.2J(5)	Fire lanes a minimum of 18' (5.5 m) wide					171
	WATERLINES					172
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PFM 9-0102.7A	Existing easements with Deed Book and Page Number provided					175
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Office Policy	Provide water main stationing on the profile			*		177
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Section 78-201(C)(8)	(information to be Shown in Tabular form, indicating (a) the zoning provision for the minimum or maximum permitted, and (b) proposed.)					181
Section 78-201(C)(8)	lot area					182
Section 78-201(C)(8)	lot width; corner (or end) and interior;					183
Section 78-201(C)(8)	setbacks;					184
Section 78-201(C)(8)	side yard: total of combined side yards, where applicable;					185

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Section 78-201 (C)(8)	rear yard;					186
Section 78-201 (C)(8)	total site area;					187
Section 78-201 (C)(8)	lot area and lot area as percentage of total area					188
Section 78-201 (C)(8)	number of lots;					189
Section 78-201 (C)(8)	density (dwellings per acre)					190
Section 78-201 (C)(8)	average lot size;					191
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Section 78-201 (C)(8)	Floor area ratio (where applicable);					193
Section 78-201 (C)(8)	Floor area by use;					194
Section 78-201 (C)(8)	Number of floors;					195
Section 78-201 (C)(8)	Height of buildings;					196
Section 78-201 (C)(8)	For residential buildings, the number, size and type of dwelling units;					197
Section 78-201 (C)(8)	Number of parking spaces					198
Section 78-201 (C)(8)	Parking ratio;					199
Section 78-201 (C)(8)	Parking spaces for persons with disabilities;					200
Section 78-201 (C)(8)	Amount of impervious surface;					201
Section 78-201 (C)(8)	Area of dedicated right-of-way;					202
Section 78-201 (C)(8)	Lot numbers on each lot;					203
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Section 78-201 (C)(8)	Lot lines dimensioned;					205
Section 78-201 (C)(8)	Front setback, side yard and rear yard labeled and dimensioned;					206
Section 78-201 (C)(8)	Proposed finished grading by contours supplemented where necessary by spot elevations;					207
Section 78-201 (C)(8)	Proposed water and sanitary sewer facilities, indicating pipe sizes, types and grades and where connection is to be made to the town or other utility system;					208
Section 78-201 (C)(8)	Provisions for fire protection;					209
Section 78-201 (C)(8)	Provisions for the adequate disposition of natural water and storm water in accordance with the duly adopted design criteria and standards of the town, indicating location, sizes, types and grades of ditches, catch basins and pipes and connections to existing drainage system.					210
Section 78-201 (C)(8)	Provision for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction.					211
Section 78-201 (C)(8)	Proposed easements, with size, on site and on adjoining properties for: sanitary sewer with flow direction indicated: storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other;					212
Section 78-201 (C)(8)	Proposed and existing to remain above and below ground utilities, including electric, communications, and the like;					213
Section 78-201 (C)(8)	Proposed and existing to remain water, sanitary sewer and storm sewer, and fire hydrants indicating pipe sizes					214
Section 78-201 (C)(8)	For proposed water, sanitary sewer, storm sewer, and fire hydrants; show flow direction, types and grades and where connection is made to the town or other utility system;					215
Section 78-201 (C)(8)	Provisions for monuments to be placed on the site.					216

Comments: _____

Section 78-201 (C)(8)	The features of the proposed development, including land uses, the general location of buildings proposed, the number of residential units and types, the type, amount (in square feet), Floor Area Ratio of nonresidential development, and other information about densities and intensities;					217
Section 78-201 (C)(8)	Building restriction lines;					218
Section 78-201 (C)(8)	Foot print of buildings and other structures;					219
Section 78-201 (C)(8)	Dimensions;					220
Section 78-201 (C)(8)	Finished floor elevations;					221
Section 78-201 (C)(8)	Proposed distance of setbacks and yards for each building;					222
	PROPOSED LANDSCAPING AND OPEN SPACE					223
Section 78-201 (C)(8)	Open space as percentage of total site or lot area (as applicable)					224
Section 78-201 (C)(8)	Chart of required and proposed plant materials conforming to the requirements of the code.					225
Section 78-201 (C)(8)	Schedule of the proposed plant species, size, common and botanical name.					226
Section 78-201 (C)(8)	Methods of proposed irrigation and drainage for maintenance of required landscaping.					227
Section 78-201 (C)(8)	Drawings showing planting details for landscape materials proposed to be placed on the site.					228
Section 78-201 (C)(8)	Location of open space and recreation facilities, with associated calculations showing amount and type per Herndon Town Code Section 78-504;					229
Section 78-201 (C)(8)	Landscape Plan in accordance with Section 78-503 (C)(2), on a separate sheet;					230
Section 78-201 (C)(8)	Show generally on the plan and in tabular form how the plan meets the requirements of Section 78-504					231
Section 78-201 (C)(8)	Proposed ownership of open space;					232
Office Policy	No trees permitted in utility easements					
	ADDITIONAL INFORMATION ABOUT CIRCULATION					233
Section 78-201 (C)(8)	A proposed traffic circulation plan including major streets and major pedestrian, and bike paths; the approximate location of proposed community and public facilities and the proposed plan for major sanitary sewer and storm drainage improvements; and a schedule showing the number of parking spaces provided and the number of required by the provisions of Section 78-500, Off-Street Parking and Loading;					234
Section 78-201 (C)(8)	Location, type and size of pedestrian and vehicular circulation facilities on the site, including;					235
Section 78-201 (C)(8)	Design of vehicular entrances and exits in relation to streets giving access to the site and in relation to pedestrian traffic;					236
Section 78-201 (C)(8)	Hike and bike trail system per town comprehensive plan					237
Section 78-201 (C)(8)	Proposed streets abutting or through the site.					238
Section 78-201 (C)(8)	Right-of-way lines, width, and category of street					239
Section 78-201 (C)(8)	name and route number					240
Section 78-201 (C)(8)	slope					241
Section 78-201 (C)(8)	centerline with stations and points of curvature					242
Section 78-201 (C)(8)	radii of curves					243
Section 78-201 (C)(8)	Parking areas (on and off-street)					244
Section 78-201 (C)(8)	Size and angle of stalls;					245

Comments: _____

Section 78-201 (C)(8)	Loading spaces;					246
Section 78-201 (C)(8)	Associated walkways;					247
Section 78-201 (C)(8)	Type of surfacing;					248
Section 78-201 (C)(8)	Aisle width;					249
Section 78-201 (C)(8)	Location and design of inter-parcel access;					250
	ADDITIONAL INFORMATION TO BE SHOWN ON THE PLAN					251
Section 78-201 (C)(8)	Visual and acoustical screening of mechanical equipment (roof-mounted and ground-mounted);					252
Section 78-201 (C)(8)	Bulk solid waste receptacles in conformance with Section 78-516;					253
Section 78-201 (C)(8)	Proposed public use dedications					254
Section 78-201 (C)(8)	Compliance with applicable established design criteria, construction standards and specifications for improvements required by ordinance or a duly adopted resolution by the Town Council; or recommended by the staff based on accepted planning practices;					255
Section 78-201 (C)(8)	Any additional information that the applicant may desire to provide in the consideration of the application.					256
Section 78-201 (C)(8)	A traffic impact study for the proposed uses(s) prepared in accordance with Section 78-501 (B), Traffic impact studies.					257
Section 78-201 (C)(8)	A description of special amenities proposed within the development;					258
Section 78-201 (C)(8)	A statement setting forth the proposed approximate development schedule					259
Section 78-201 (C)(8)	Certification, in a form prescribed by the Zoning Administrator, that all required public notification regarding a public hearing has been given in accordance with Section 78-201 (f), Public Notification shall be submitted upon completion of proper notification by the applicant					260
Section 78-201 (C)(8)	For review and presentation at the Planning Commission and the Town Council meetings; nine copies of the primary plan sheet and landscape sheet (as applicable) on 11" x 17" sheet for each meeting, in a form determined by the Zoning Administrator					261
Section 78-201 (C)(8)	The Zoning Administrator or Subdivision Administrator may request additional information, as reasonable, if necessary for the evaluation of the application.					262
Section 78-201 (C)(8)	Prior to submittal of the application materials, the applicant may request that the Zoning Administrator or Subdivision Administrator approve relief from any specific submittal requirements listed in Section 78-201 (C) or elsewhere if the Zoning Administrator or Subdivision Administrator deems such requirements unnecessary for the evaluation of the application.					263

Comments: _____



ENGINEERS AND SURVEYORS INSTITUTE
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 HERNDON, VIRGINIA
 MINIMUM SUBMISSION REQUIREMENTS
 SITE PLAN



PROJECT NAME & NUMBER: _____ Revision ☐

PROJECT ADDRESS: _____

TAX MAP REFERENCES: _____

APPLICANT NAME: _____ DPE# _____

APPLICANT ADDRESS: _____

APPLICANT EMAIL ADDRESS: _____

SUBMITTING FIRM: _____

REVIEW DATE: _____ ESI STAFF ENGINEER: _____

Note: The following sheets and information are required for every submission. Additional sheets and information should be provided where necessary to demonstrate compliance with City requirements or conditions of approval. Review dates are determined by routing from Planning & Zoning.

CODE SECTION	REQUIREMENT	SHEET	OK	NO	N/A	LINE
		Optional				
Section 78-201(C)(8)	Current standard Town of Herndon Cover Sheet; all information blocks completed and signed as appropriate (title block, fee schedule, bonding estimates, etc.)			*		1
Section 78-201(C)(8)	Sheet size not to exceed 24"x36"					2
Section 78-201(C)(8)	Drawings are to a standard scale, not to exceed 1"=50'					3
PFM 2-0107.1A	Contour interval not to exceed 2'					4
Section 78-201(C)(8)	Where existing slope is less than 2%, either 1' contours or spot elevations where necessary but not more than 50' apart in both directions					5
Section 78-201(C)(8)	Existing topography extending at least 25' beyond site boundary					6
Section 78-201(C)(8)	Topography credit, where done by others					7
Section 78-201(C)(8)	Reference datum					8
Section 78-201(C)(8)	Boundary survey with error of closure within 1/10,000, showing location and type of boundary evidence and boundary credit where done by others					9
Section 78-201(C)(8)	Certificate by surveyor or engineer setting forth source of title of the owner and place of record of the last instrument in chain of title					10
Section 78-201(C)(8)	If plan spans more than one sheet, match lines are provided					11
PFM 4-0201	Plan note that a soil report is required if construction is proposed in an "A" soil or a dam is proposed requiring a report per PFM Plate # 64-6					12

Comments: _____

Section 78-201 (C)(8)	Engineer's or surveyor's certification completed with seal and date on sheets with engineering content.			*		13
Section 78-201 (C)(8)	Any waivers, zoning variances, or proffers granted for the project shown on the plans					15
Section 78-201 (C)(8)	Proposed uses					16
Section 78-201 (C)(8)	Within 10' of the site, features on adjoining properties including: departing property lines, drip line of trees, easements, to be shown on all sheets					17
Section 78-201 (C)(8)	Overall site layout plan (showing all phases or proposed sections), including lot numbers and acres					18
	Fire Marshall comments shown on plan					19
Section 78-201 (C)(8)	Watercourses and their names					20
Section 78-201 (C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					21
PFM 2-0212.19	Owner/developer wetlands certification signed			*		22
	PLANNING AND ZONING					23
Section 78-201 (C)(8)	Rezoning number with date and ordinance number is on plan approval information					24
Section 78-201 (C)(8)	Plan includes rezoning approval letter to applicant including approved ordinance proffers, modifications, conditions, and waivers.			*		25
Section 78-201 (C)(8)	Plan includes Town Council rezoning resolution for Approved Preliminary Subdivision Plan.			*		26
Section 78-201 (C)(8)	GDP included on plan if applicable			*		27
Section 78-201 (C)(8)	Special Exception Resolution with conditions if applicable included			*		28
Section 78-201 (C)(8)	BZA approval letter to applicant included if applicable			*		29
Section 78-201 (C)(8)	Special Exception plan included if applicable			*		30
Section 78-201 (C)(8)	Any waivers, zoning variances, or conditions granted for the project shown on the plans					31
Section 78-201 (C)(8)	Statement of compliance with any applicable proffers, Special Exception conditions, variances, waivers, or modifications			*		32
Section 78-201 (C)(8)	Statement of compliance with GDP and / or Special Exception plan layout if applicable.			*		33
Section 78-201 (C)(8)	Valid preliminary subdivision plan.			*		34
Section 78-201 (C)(8)	Required grave burial ground statement, or "none"					35
Section 78-201 (C)(8)	Natural features, including drainage divides and 100 year flood plain					36
Section 78-201 (C)(8)	Identification of soil characteristics (soils map and soils data chart)					37
	EXISTING CONDITIONS					38
Section 78-201 (C)(8)	Existing topography with a maximum of two-foot contour intervals					39
Section 78-201 (C)(8)	Where existing ground is on a slope of less than two percent: either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions.					40
Section 78-201 (C)(8)	Existing topography extending at least 25' beyond site boundary					41
Section 78-201 (C)(8)	Natural features, including drainage divides and 100 year flood plain					42
Section 78-201 (C)(8)	Watercourses and their names					43

Comments: _____

Section 78-201 (C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					44
Section 78-201 (C)(8)	Identification of soil characteristics (soils map and soils data chart)					45
Section 78-201 (C)(8)	Structures					46
Section 78-201 (C)(8)	Existing streets abutting or through the site					47
Section 78-201 (C)(8)	Right-of-way lines, width, and category of street					48
Section 78-201 (C)(8)	Name of streets and route numbers					49
Section 78-201 (C)(8)	Slope of streets					50
Section 78-201 (C)(8)	Centerline of streets with stations and points of curvature					51
Section 78-201 (C)(8)	radii of curves					52
Section 78-201 (C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for : sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading					53
Section 78-201 (C)(8)	Existing above and below ground utilities, including, electric, communications, and the like;					54
Section 78-201 (C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					55
Section 78-201 (C)(8)	For existing water, sanitary sewer and storm sewer facilities, and, fire hydrants: show flow direction, types and grades and where connection is made to the town or other utility system;					56
Section 78-201 (C)(8)	Existing trees having a caliper of 8" or greater when measured 4.5' above ground, or a tree stand delineation as approved for group identification by the community forester					57
Section 78-201 (C)(8)	Ornamental trees including, but not limited to: Dogwood (Cornus), American Holly (Ilex opaca), Shadblow (Amelanchier species), Eastern Redbud (Cercis canadensis) and Fringe Tree (Chionanthus virginicus) having a caliper of 2-4" measured 6" above ground or having a caliper of greater than 4" measured 12" above ground shall also be included in the inventory					58
Section 78-201 (C)(8)	Groups of trees and individual trees standing alone that will be retained on the site, including designated "tree protection areas" shall be accurately identified, located on the tree survey, and shown on the plan of proposed development.					59
Section 78-201 (C)(8)	Trees located off-site which have drip lines extending into the site shown and considered within the site for purposes of protective field practices					60
Section 78-201 (C)(8)	All trees within the site and adjacent areas and shown to be saved on the site plan shall be shown according to the total spread of the tree canopy / crown / cover at the drip line					61
Section 78-201 (C)(8)	All trees located off-site which have drip lines extending into the site shall be shown and considered as within the site for purposes of protective field practices					62
	PUBLIC STREET REQUIREMENTS					63
Section 78-201 (C)(8)	Existing streets abutting or through the site					64
Office Policy	Street names shown for existing and proposed streets					65
PFM 7-0404.1	Centerlines shown for proposed streets with stations and points of curvature					66

Comments: _____

PFM 7-0404.1	Centerline stationing shown in plan view for existing and proposed streets					67
Office Policy	Street widths, pavement and right-of-way shown for existing and proposed streets					68
Section 78-201(C)(8)	Slope of streets					69
Office Policy	Label radii of curves on streets of all curbs to face of curb					70
PFM 7-0201.1.C.	Existing right of way dedicated if VDOT frontage not present (Deed Book and page number shown)					71
PFM 7-0405.2	Intersection and entrance sight distance (horizontal and profile) for all existing and proposed entrances			*		72
PFM 7-0404.6	Profiles for all new streets including widening and turn lanes for existing roads, with stationing, centerline elevations, functional classification and design speed indicated			*		73
Section 78-201(C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for : sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other;					74
Office Policy	Vehicles Per Day calculation shown for each proposed street					75
Section 78-201(C)(8)	Adequate pedestrian connections					76
Office Policy	Full width typical sections shown for each street planned, and for widening of existing streets and/or turn lane additions. Assumed CBR value of 10.					77
PFM 7-0105.1	At existing street intersections, posted speed shown for existing road			*		78
PFM 7-0105.1	Street category and traffic volume shown for each new street			*		79
PFM 7-0105.1	Curve data shown to conform with street category for new streets					80
PFM 7-0107.5A.	Stop or yield signs at all intersections					81
PFM 7-0401.1A&B	Handicapped ramps at all curb returns					82
Office Policy	Pavement markings layout shown					83
	PRIVATE STREETS					84
Section 70- (Subdivision Ord under modification by staff)	Ingress/egress easement noted or delineated for all private streets					85
PFM Std TU-1	Typical cross section and turnaround for private streets					86
Section 70- (Subdivision Ord under modification by staff)	Private residential streets not exceed 600'(182.88 m) without waiver					87
PFM 2-103.6	Private street maintenance note on plan and plat (agency)					88
PFM 23-7 PS-3	Pipestem driveway pavement design shown					89
	EROSION AND SEDIMENT CONTROL					90
DEM ltr #30-88	Erosion and sedimentation controls identified and trap computations shown					91
PFM 2-0203.1.C	Limit of clearing and grading shown					92
PFM 11-0104.1	2 phase plans provided for erosion and sedimentation control					93
PFM 11-0104.1	1st stage phase 1 limits of clearing only to install perimeter controls					94
DEM ltr #30-88	Calculations provided to insure adequacy of sediment basins					95
PFM 2-0212.12	Clearing limits matches between : grading, erosion and sediment, GDP sheets					96

Comments: _____

VESCH Chapter VI	Erosion and Sediment Control Narrative, including: Project Description, Existing site conditions, adjacent areas, off-site areas, soils, critical areas, erosion and sediment control measures, permanent stabilization, stormwater runoff considerations, maintenance and appropriate calculations for proposed control measures					97
Office Policy	Overlay soils boundaries on Phase I E&S plan					98
Office Policy	Construction entrances with washracks at all access points					99
Office Policy	Show sanitary sewer, waterlines, and storm sewer on Phase 2 E&S plan. Include structure labels. Perimeter E&S control measures shown in Phase 1 must take construction of utilities into account.					100
	DRAINAGE					101
PFM 6-0202.13	Overland relief provided for sump conditions and to clear building					102
PFM 6-1405.1	Flood plain easement provided and reference to flood plain study number					104
PFM 6-0202.5	No concentrated surface water discharged offsite without easements					105
PFM 6-0905,1008	Design computations provided for closed and open systems. Indicate time of concentration used					106
PFM 6-0203.1.B	Outfall narrative description. Provide cross-sections of channel, chart showing channel type, depth, velocity and determination of adequacy and type of erosion control required, if any.			*		107
PFM 6-0201.2	If open channel, is it an existing natural incised channel					108
PFM 6-0203.1.A.	Cross section, water surface elevation and computations shown for existing natural incised channel			*		109
PFM 6-0203.1.A.	If incised channel, show both horizontal and vertical scale			*		110
PFM 6-0203.3.	If into existing system, include its capacity computations and proposed flow			*		111
PFM 6-0301.3	SWM facility provided on-site with required calculations, including contributing drainage area and weighted 'c' factor, stage-storage tables, outlet configuration, stage-discharge curves, inflow and outflow hydrographs for storage facilities			*		112
Office Policy	Provide calculations for allowable release rate in the following format: Allowable release rate = (Pre-construction runoff for site) + (Off-site controlled runoff) – (Post-construction on-site uncontrolled runoff)			*		113
Office Policy	Profile proposed ponds					114
PFM 6-0401.2	BMP facility provided on-site with required calculations			*		115
Office Policy	BMP design worksheet shown			*		116
Office Policy	SWM/BMP narrative, including number and type of facilities, description of watershed methodology/rational, maintenance plan and any other pertinent information					117
PFM 6-1701.3	Resource Protection Area boundary shown if it is within the site			*		118
PFM 6-0303.3.	SWM and BMP not in RPA without approved exception					119
PFM 6-0402.8(g)	BMP maintenance responsibility statement (agency)					120
PFM 6-0402.8(c)	BMP open space credit note "water quality management area..."					121
Office Policy	Show off-site drainage area map with drainage areas and acreages annotated					122

Comments: _____

Office Policy	Proposed drainage areas to each drainage structure clearly shown. Area, 'c' factor, and structure destination for each subarea labeled					123
Section 78-201 (C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					124
Section 78-201 (C)(8)	For existing water, sanitary sewer and storm sewer facilities, and, fire hydrants: show flow direction, types and grades and where connection is made to the town or other utility system;					125
Office Policy	Show existing and proposed storm sewers, curb and gutter, subdrains and/or culverts					126
	LIGHTING PLAN					127
Streetlight Policy and Standards	Lighting plan prepared in accordance with Town of Herndon lighting standards			*		128
Streetlight Policy and Standards	Distribution pattern of each fixture to be used. Professional engineer must certify that the proper distribution patterns are shown on the plan.					129
Streetlight Policy and Standards	Product cut sheets and complete product numbers for each fixture to be used					130
Section 78-201 (C)(8)	Location of signs					131
Section 78-201 (C)(8)	On-site lighting depicted on a site lighting plan, in conformance with Section 78-51.5(l):					132
Section 78-201 (C)(8)	Description of all luminaires (location, output and type) and the method of fixture mounting, output (distribution patterns), and mounting height above grade.					133
Section 78-201 (C)(8)	Architectural style.					134
Section 78-201 (C)(8)	Levels of illumination diagrammed with maintained horizontal footcandle values at a distance of three feet above the ground, with grid spacing no greater than 15 feet covering the entire site and adjacent areas.					135
Section 78-201 (C)(8)	Detail sheet showing poles and fixtures, and whether poles are foundation-mounted or direct burial; as well as detail for fixtures mounted on buildings.					136
Section 78-201 (C)(8)	Detail of shielding devices and methods, as well as the distribution patterns for each type of shielding.					137
Section 78-201 (C)(8)	Statements on the plan sheet that 1). Sodium vapor luminaires shall not be used for site lighting; and 2). All direct light rays from site lighting fixtures shall be confined entirely within the boundary line of the site; Product cut sheets and individual distribution patterns (may be submitted when information is known.)					138
Section 78-201 (C)(8)	Streetlights to be provided on public streets, with specifications shown on photometric plan					139
Section 78-201 (C)(8)	The limits of clearing shall be located at the outermost limits of the area to be cleared, shall be accurately shown and labeled, shall not include any necessary clearing, and shall be shown on the plan of proposed development.					140
Section 78-201 (C)(8)	The location of tree wells and tree walls shall be accurately located on the site plan.					141
Section 78-201 (C)(8)	Applicable diagrams of standard tree protection devices					142
PFM 12-0403.2.B.	Drip line shown for trees to be retained					143
PFM 12-0403.10.	Tree protection shown and identified					144

Comments: _____

Section 78-201(C)(8)	Notation on site plan prohibiting disturbance inside tree protection areas, including, but not limited to, grading, clearing, storage of materials, dumping of materials, and parking or transporting of vehicles and equipment					145
	MISCELLANEOUS					146
PFM 2-0212.3	North arrow and reference to State Grid System (VCS 83)					147
ESI Tech Bul 5-3	At least one set of plans has original signature and date on seal on cover sheet from each professional. APELSLA Board R&R 12.8.B.			*		148
PFM 2-0107.1	Proposed grading shown by contours and spot elevations					149
Office Policy	Slope of driveways labeled					150
Section 78-201(C)(8)	Owner, zoning and present use of adjoining property					151
PFM 10-0104.2.C	Bearings and distances on centerlines of sanitary sewers					152
PFM-10-0104.2.A.	Sanitary sewer profiles on same sheet as plan					153
PFM 10-0102.5.C.	Sanitary sewer setback 15' (4.6 m) from all buildings					154
Section 78-201(C)(8)	Existing easements of record shown with deed book and page number					155
Section 78-201(C)(8)	Proposed easements shown and identified as "proposed" otherwise Deed Book and page number shown					156
PFM 8-0100	Sidewalk provided along the site's road frontage if required					157
Section 78-201(C)(8)	Trails and walks as shown on GDP					158
PFM 8-0202.4A	Profiles shown for all trails to be constructed					159
PFM 2-0101.1	Approved or requested waiver and/or modification letters on plan					160
PFM 2-0101.1	All waivers and variances are still valid and not expired					161
PFM 2-0101.1	All conditions of waivers complied with on plan					162
Office Policy	Prints legible, not too light or too dark to microfilm					163
Office Policy	Existing topography not screened excessively so as not legible					164
Office Policy	Insufficient elevation numbers on existing contour lines					165
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Comments: _____

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Comments: _____

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Part 4. Checklists

- a. For the Stormwater Management Plan (accompanying the submittal for a site plan or subdivision plan)
- b. Minor Water Quality Impact Assessment Checklist (2007) – for use by regulatory reviewers
- c. Major Water Quality Impact Assessment Checklist (2007) – for use by regulatory reviewers
- d. Requirements for Submittal of a Water Quality Impact Assessment (2007) – for use by preparers and regulatory reviewers

The following pages respond to portions of items#1, #3, and #4 in the December 11, 2006 CBLAB resolution; specifically the requirements for certain checklists.

Checklist for the Stormwater Management Plan

To be submitted separately by applicants upon request by the Town in the final stages of review of a site plan or subdivision plan to assure compliance

Town of Herndon, Virginia

Evaluation Checklist

- All Best Management Practice (BMP) designs, siting requirements, and allowable pollutant removal efficiencies must be in accordance with those prescribed in the Minimum Standards section of the most recent Virginia Stormwater Management Handbook, as amended.
- All BMPs shall comply with the General Performance Criteria for Land Disturbance set forth in Section 78-304.4(i) of the Herndon Town Code and §9 VAC 10-20-120 of the Chesapeake Bay Preservation Area Designation and Management Regulations.
- Refer to Chapter 3 of the Virginia Stormwater Management Handbook for engineering calculation and procedure guidelines.
- This checklist, filled out, must be attached to the plan.

☐ Yes ☐ No Does the plan satisfactorily show the location and design of all planned stormwater control devices?

Notes/Comments: _____

☐ Yes ☐ No Does the plan have procedures for implementing nonstructural stormwater control practices and techniques?

Notes/Comments: _____

☐ Yes ☐ No Are pre- and post-development non-point source pollutant loadings satisfactorily documented with all supporting coefficients and calculations?

Notes/Comments: _____

☐ Yes ☐ No Are the proposed BMPs sufficient to meet the appropriate water quality criteria contained in Section 2-3.3 of the Virginia Stormwater Management Handbook?

Notes/Comments: _____

☐ Yes ☐ No Is the appropriate BMP Design and Plan Review Checklist from the Virginia Stormwater Management Handbook (Appendix 3) attached?

Notes/Comments: _____

☐ Yes ☐ No Have structures been certified as sound by a Professional Engineer?

Notes/Comments: _____

☐ Yes ☐ No Does the Plan include a long-term schedule for inspection and maintenance and designate the persons responsible for performing maintenance?

Notes/Comments: _____

☐ Yes ☐ No If the designated responsible party for maintenance is other than the Town, has a Stormwater Management/BMP Facility Maintenance Agreement been completed and entered into the land records of Fairfax County?

Notes/Comments: _____

Minor Water Quality Impact Assessment Checklist (2007)
for use by regulatory reviewers

Name of Development: _____

Plan Number: _____

Submittal: A minor assessment shall include a drawing to scale that shows the following:

- ☐ Location of the components of the CBPA including the 100-foot buffer area component of the RPA;
- ☐ Location and nature of the proposed encroachment into the buffer area including type of paving material; areas of clearing or grading; location of any structures, drives, or other impervious cover; and existing private water supply system or sewage disposal systems to include reserve drain field sites;
- ☐ Type and location of proposed BMPs, if necessary, to mitigate the proposed encroachment;
- ☐ Location of existing, on-site vegetation, including the number and type of trees and other vegetation, to be removed in the buffer to accommodate the encroachment or alteration; and
- ☐ Revegetation plan that supplements the existing buffer vegetation in a manner that provides for pollutant removal as well as erosion and runoff control.
- ☐ Data to demonstrate that the undisturbed buffer area, together with the enhanced vegetative plantings and any required BMP, retards runoff, prevents erosion, and filters non-point source pollution to the equivalent of the full undisturbed 100-foot buffer area, which shall be deemed to achieve a 75 percent reduction in sediments and a 40 percent reduction in nutrients.

Evaluation: Upon the completed review of a minor water quality impact assessment, the zoning administrator shall determine if any proposed alteration or reduction to the buffer area is consistent with the provisions of this article and make a finding based upon the following criteria:

- ☐ Is the proposed encroachment necessary?
- ☐ Can the improvements be placed elsewhere on the site to avoid disturbance of the buffer area?
- ☐ Is impervious surface is minimized?
- ☐ Does the proposed best management practices, where required, achieve the requisite reductions in pollutant loadings?
- ☐ Does the development, as proposed, meets the purpose and intent of this article?
- ☐ Does the cumulative impact of the proposed development, when considered in relation to other development in the vicinity, for both existing and proposed, result in a significant degradation of water quality?

The proposed development is **consistent** / **inconsistent** (circle one) with the purpose and intent of these regulations.

Reviewer: _____

Date: ____/____/____

Major Water Quality Impact Assessment Checklist (2007)
for use by regulatory reviewers

Name of Development: _____

Plan Number: _____

Evaluation:

Upon the completed review of a major water quality impact assessment, the zoning administrator shall determine if the proposed development is consistent with the purpose and intent of the CBPA Overlay District and shall make findings based upon the following criteria:

- ☐ The proposed development is a permitted use.
- ☐ The disturbance of wetlands is minimized.
- ☐ The development does not result in significant disruption of the hydrology of the portion of CBPA on the site.
- ☐ The development does not result in significant degradation to aquatic vegetation of life in the portion of CBPA on the site.
- ☐ The development does not result in unnecessary destruction of plant materials in the portion of CBPA on the site.
- ☐ Proposed erosion and sediment control concepts are adequate to achieve the required reductions in runoff and prevent off-site sedimentation.
- ☐ Proposed stormwater management concepts are adequate to control the stormwater runoff to achieve the required standard for pollutant control.
- ☐ Proposed re-vegetation of disturbed areas provides required erosion and sediment control benefits.
- ☐ The development, as proposed, is consistent with the purpose and intent of the CBPA overlay district.
- ☐ The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, shall not result in a significant degradation of water quality.
- ☐ Is additional mitigation required because the potential impacts in the RPA have not been addressed. Yes _____ No _____

If yes, evaluate the development based on the following criteria:

- ☐ There is a necessity for the encroachment and there is no other appropriate location for the improvements except for in the RPA buffer.
- ☐ Impervious surface is minimized.
- ☐ BMPs, where required, achieve the requisite reductions in pollutant loadings
- ☐ The development as proposed meets the purpose and intent of Herndon's Chesapeake Bay Preservation regulations
- ☐ The cumulative impact of the proposed development, when considered in relation to other existing or proposed development in the vicinity, shall not result in a significant degradation of water quality.

The proposed development is **consistent** / **inconsistent** (**circle one**) with the purpose and intent of these regulations.

Reviewer: _____

Date: ____/____/____

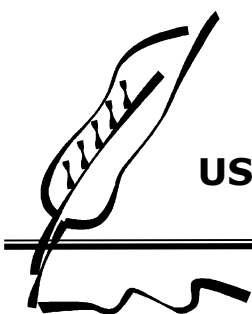
**Requirements for Submittal of a Water Quality Impact Assessment
under Section 78-304.4 of the Herndon Zoning Ordinance**
FOR USE BY PREPARERS and REGULATORY REVIEWERS

✓		Minor	Major
	Four copies of site drawings that:	✓	✓
	are drawn to scale	✓	✓
	are certified by a professional engineer or land surveyor as complete and accurate		✓
	include a WQIA cover sheet	✓	✓
	are accompanied by a Town application form filled out	✓	✓
	are accompanied by the review fee	✓	✓
	Plan content requirements include:		
	data to demonstrate that the undisturbed buffer area, together with the enhanced vegetative plantings and any required BMP, retards runoff, prevents erosion, and filters non-point source pollution to the equivalent of the full undisturbed 100-foot buffer area, which shall be deemed to achieve a 75 percent reduction in sediments and a 40 percent reduction in nutrients	✓	✓
	Location of the components of the CBPA including the 100-foot buffer area component of the RPA	✓	✓
	Location and nature of the proposed encroachment into the buffer area including type of paving material; areas of clearing or grading; location of any structures, drives, or other impervious surfaces; and existing private water supply systems or sewage disposal systems to include reserve drain field sites	✓	✓
	Type and location of proposed BMPs, if necessary, to mitigate the proposed encroachment	✓	✓
	Location of existing, on-site vegetation, including the number and type of trees and other vegetation, to be removed in the buffer to accommodate the encroachment or alteration	✓	✓
	Re-vegetation plan that supplements the existing buffer vegetation in a manner that provides for pollutant removal as well as erosion and runoff control, in accordance with the <i>Riparian Buffers Modification and Mitigation Guidance Manual</i> , approved by Chesapeake Bay Local Assistance Board on September 15, 2003	✓	✓
	Hydro geological component with:		✓
	existing topography, soils, hydrology and geology of the site and adjacent lands		✓
	impacts of the proposed development on topography, soils, hydrology and geology on the site and adjacent lands		✓
	disturbance or destruction of wetlands and justification for such action		✓
	disruptions to existing hydrology including wetland and stream circulation patterns		✓
	description and source location of proposed fill material		✓
	estimation of predevelopment and post-development pollutant loads in runoff		✓
	estimation of percent increase in the on-site impervious surface and types of surfacing materials used		✓
	percent of site to be cleared for the project		✓
	anticipated duration and phasing schedule or construction project		✓
	acquisition of all requisite permits from all applicable agencies necessary to develop the project		✓
	Proposed mitigation measures for the potential hydro geological impact, such as:		✓
	erosion and sediment control concepts (minimizing the extent of the cleared area, perimeter controls,		✓

**Requirements for Submittal of a Water Quality Impact Assessment
under Section 78-304.4 of the Herndon Zoning Ordinance**
FOR USE BY PREPARERS and REGULATORY REVIEWERS

✓		Minor	Major
	reduction of runoff velocities, measures to stabilize disturbed areas, schedule and personnel for site inspections)		
	Proposed stormwater management system		✓
	creation of wetlands to replace those lost		✓
	minimizing cut and fill		✓
	Identification of existing characteristics and conditions of sensitive lands included as components of Chesapeake Bay preservation areas		✓
	Identification of the natural processes and ecological relationships inherent in the portion of the CBPA located on the site and an assessment of the impact of the proposed use and development on these processes and relationships		✓

**Part 5. User's Guide to the Herndon Zoning Ordinance #34.
Chesapeake Bay Provisions for Homeowners: Step by
Step Approval Process for Single Family Detached and
Duplex Dwellings**



USER'S GUIDE TO THE HERNDON ZONING ORDINANCE

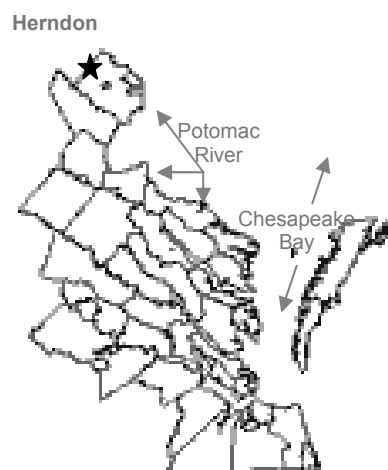
34. Chesapeake Bay Provisions for Homeowners: Step by Step Approval Process for Single Family Detached and Duplex Dwellings

(see Zoning Ordinance §78-304.4, *Chesapeake Bay Preservation Area Overlay District*)

The Town of Herndon zoning ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Community Development. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to contact the Department of Community Development at 703-787-7380 for complete permitting requirements.

Many lots along streams in the Town of Herndon may have a zoning designation called the "Chesapeake Bay Preservation Area Overlay District." Special zoning regulations apply to those lots. If the owner or tenant is contemplating any property improvements on such a lot, the owner or tenant should ascertain whether or not there may be "Resource Protection Area" (RPA) on the property by visiting the Department of Community Development, consulting the Chesapeake Bay Preservation Areas Map as adopted by the Town Council, and conferring with a Town planner. Prior to making any improvements, the owner or tenant likely will be required to complete a site specific delineation of the "Resource Protection Area" (RPA) and submit it to the Department of Community Development to identify restrictions on any proposed improvements.

The following scenarios are provided to assist the homeowner in determining how to obtain permission for the desired property improvements. However, the specific regulations in the Herndon Town Code, Zoning Ordinance Section 78-304.4 must be followed, regardless of the information provided below.



Tidewater, Virginia, as defined by the Virginia General Assembly

Need more information?

Got a question on the zoning map, zoning regulation, or the public hearing process? Call or make an appointment to see a member of the staff in the **Department of Community Development at 703-787-7380**. Have a question regarding building permits or construction codes? Call or make an appointment to see the **Building Official at 703-435-6850**.

Visit the Town of Herndon on the web at www.herndon-va.gov for the Zoning Ordinance User Guide series or to access the Town Code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.

STEP BY STEP APPROVAL PROCESS

The following pages describe the procedures for several lot improvement scenarios for lots that contain single family detached or duplex dwellings, and resource protection areas (RPA) as described in Town Zoning Provisions for Chesapeake Bay Preservation Areas, Herndon Town Code §78-304.4.

PLEASE CHOOSE A SCENARIO THAT MATCHES YOUR PLANS TO IMPROVE YOUR PROPERTY
AND TURN TO THAT SCENARIO ON THE FOLLOWING PAGES

- Scenario A.** Patios, Fences, Gardens and Other Land Disturbance of less than 2,500 sf on lots in the RPA
- Scenario B.** Construction of a Private Road or Driveway
- Scenario C.** Activity that Does Not Encroach on the RPA *[all instances require a RPA Permit and a Building Permit, at minimum]*
- scenario C1.** Constructing a deck of any size or an addition of less than 150 square feet
 - scenario C2.** Constructing an addition or accessory structure when the footprint is 150 square feet to 749 square feet
 - scenario C3.** Constructing an addition or accessory structure when the footprint is 750 square feet or more
 - scenario C4.** Disturbing a land area of 2,500 square feet or more
- Scenario D.** Activity that Encroaches on the RPA and the Lot was Recorded Prior to February 10, 2004 *[all instances require a RPA Permit with review and approval by the Zoning Administrator for a CBPA Administrative Waiver]*
- scenario D1.** Constructing a deck of any size or an addition of less than 150 square feet
 - scenario D2.** Constructing an addition when the footprint is 150 square feet to 759 square feet
 - scenario D3.** Constructing an addition when the footprint is 750 square feet or more
 - scenario D4.** Constructing an accessory structure
 - scenario D5.** Disturbing a land area of 2,500 square feet or more
- Scenario E.** Activity that Encroaches on the RPA and the Lot was Recorded After February 10, 2004 *[all instances require a Town Council public hearing for a CBPA Exception]*
- scenario E1.** Constructing a deck of any size or an addition of less than 150 square feet
 - scenario E2.** Constructing an addition when the footprint is 150 square feet to 749 square feet
 - scenario E3.** Constructing an addition when the footprint if 750 square feet or more
 - scenario E4.** Constructing an accessory structure
 - scenario E5.** Disturbing a land area of 2,500 square feet or more.
- Scenario F.** Retaining walls With Land Disturbance of less than 2,500 Square Feet (per building code)

-
- REFERENCE 1:** Site Specific RPA Delineation Submittal Requirements
REFERENCE 2: Water Quality Criteria Used to Evaluate Most Scenarios
REFERENCE 3: Requirements for Submittal of a Water Quality Impact Assessment (WQIA)
REFERENCE 4: Required Approvals for Development Proposed on Individual Lots Zoned for single Family Use (Detached or Duplex Homes) that Contain Zoning for Resource Protection Areas

Scenario A. Patios, Fences, Gardens and Other Land Disturbance of less than 2,500 square feet on lots in the RPA

If the activity will involve 2,500 square feet or more of land disturbance, please see Scenario C4, D4, or E4. For activities of less than 2,500 square feet of land disturbance, the following guidance applies.

Guidance

1. Vegetation in the RPA should slow storm water runoff, prevent erosion, and filter any pollution picked up by the stormwater as it drains. The best way to achieve these objectives is by providing a mixture of vegetation, including, trees, under story shrubs and groundcover through which the stormwater may flow.
2. Homeowners are encouraged to convert open land in the RPA, such as lawn, into an effective vegetative buffer, such as a forest or native grasses that are not mowed. Homeowners should contact the Herndon Department of Community Development (703-787-7380) or consult the Virginia Riparian Buffers Modification and Mitigation Guidance Manual, (<http://www.cblad.state.va.us/publica.cfm> and 1-800-CHESBAY) developed by the Virginia Chesapeake Bay Local Assistance Department, for appropriate plant materials and maintenance.

Regulations

1. Patios and detached decks are prohibited.
2. Fences are permitted as long as
 - a. use of vegetation is considered as a first choice to establish privacy screening or a yard enclosure;
 - b. no significant vegetation is removed;
 - c. encroachment into the RPA is minimized;
 - a. the fence or wall is constructed in a way that does not adversely affect drainage or degrade water quality.
3. The use of fertilizers, herbicides or pesticides shall be minimized in the RPA.
4. A homeowner may remove vegetation in the RPA only if it is for reasonable sight lines, access paths, general woodlot management, or for the control of erosion or concentrated stormwater drainage. The zoning administrator must review and approve any proposal to remove vegetation.
5. If no significant vegetation is being removed, home gardening is allowed in the RPA without prior permission because it is considered a minor land disturbing activity. Please call the Department of Community Development at 703-787-7380 if you have questions about what constitutes a "minor" land disturbing activity.

Submission Requirements for Vegetation Removal in the RPA

Homeowner must file an application with the Department of Community Development for a RPA Permit, which includes a site specific delineation of the RPA and a minor Water Quality Impact Assessment (WQIA.) See at the end of this document "Reference 1. Site Specific RPA

Delineation Submittal Requirements” and “Reference 3. Requirements for Submittal of a Water Quality Impact Assessment (WQIA).”

Staff Review

1. The Community Forester conducts a field visit and verifies the site specific RPA delineation and WQIA information, such as wetlands and existing vegetation.
2. Zoning staff reviews the information and determines if it meets the following criteria (§78-304.4(j)(3)):
 - a. Vegetation may be removed or pruned in the RPA only for reasonable sight lines, access paths, general woodlot management, and for the control of erosion or concentrated stormwater drainage.
 - b. Where trees are removed, they shall be replaced with other vegetation that is equally effective in retarding runoff, preventing erosion and filtering nonpoint source pollution from runoff.
 - c. Any path shall be constructed and surfaced to control erosion effectively.
 - d. Dead, diseased or dying trees or shrubbery and noxious weeds may be removed and thinning of trees may be allowed pursuant to sound horticulture practice, as prescribed by the Town’s Community Forester.
 - e. Use of fertilizers, herbicides or pesticides are avoided or minimized in the buffer area.
3. If the proposal meets the criteria in item 2 above, staff approves the application and provides the homeowner with a RPA permit.
4. If the proposal does not meet the criteria in item #2 above, staff disapproves the application and invites the homeowner to revise the application to meet the requirements and resubmit it.
5. Once a homeowner receives a RPA permit, work may begin.

Scenario B. Construction of a Private Road or Driveway

Roads and driveways may be constructed in or across the RPA, provided they meet certain criteria.

Submission Requirements

1. The homeowner must file an application with the Department of Community Development for a RPA Permit, which includes a site specific delineation of the RPA and a minor Water Quality Impact Assessment (WQIA.) See at the end of this document “Reference 1. Site Specific RPA Delineation Submittal Requirements” and “Reference 3. Requirements for Submittal of a Water Quality Impact Assessment (WQIA).”

2. If the proposed driveway intersects a public right-of-way, the homeowner also must submit a separate application for a right-of-way permit to the Department of Public Works. The application must be obtained directly from the Department of Public Works.
3. All requirements in Scenario A above apply to the removal of vegetation for construction of the driveway.

Staff Review

1. If the proposed driveway intersects a public right-of-way, the homeowner's application for a right-of-way permit is received by the Department of Public Works which routes information to the Department of Community Development. While Public Works reviews the right-of-way permit, the Community Forester conducts a field visit and verifies the site specific RPA delineation and the WQIA information, such as the RPA buffer limits, wetlands and the existing vegetation.
2. Zoning staff reviews the information and determines if it meets the following criteria (§78-304.4(j)(3)).
 - a. There are no reasonable alternatives to aligning the road or driveway in or across the RPA;
 - b. The alignment and design of the road or driveway minimize (i) encroachment in the RPA and (ii) adverse effects on water quality;
 - c. The design and construction of the road or driveway satisfy all applicable criteria of Section 78-304.4 of the Herndon zoning ordinance, including the submission and approval of a WQIA;
 - d. Application meets other applicable zoning requirements, such as impervious surface and lot coverage requirements; and
 - e. The review of the road or driveway is coordinated with the review process for a site plan or subdivision, if applicable.
3. If the above criteria are met, the zoning staff approves the application, and Community Development issues a RPA Permit. This information is coordinated with Public Works for the issuance of a right-of-way permit (if applicable.) If the proposal is disapproved, staff informs the homeowner why it was disapproved.
4. Homeowner picks up approved plans, revises plan based on comments, or does not pursue project.
5. After RPA permit and right-of-way permit issuance, construction may commence.

Scenario C. Activity that Does Not Encroach on the RPA

all instances require an application for a RPA Permit with a site specific RPA delineation and a separate application for a Building Permit

scenario C1. Constructing a deck of any size or an addition of less than 150 square feet: (a) The applicant must apply to the Department of Public Works for a building permit. (b) Prior to approval of the building permit, the applicant must apply to the Department of Community Development for a RPA Permit and submit a site specific RPA delineation. (c) If the lot is in the Town's Heritage Preservation Overlay District, and prior to approval of the building permit, the applicant must apply to the Department of Community Development for review and consideration of the by the Heritage Preservation Review Board for approval of the proposed improvement.

scenario C2. Constructing an addition or accessory structure when the footprint is 150 square feet to 749 square feet: (a) The applicant must apply to the Department of Public Works for a building permit. (b) Prior to approval of the building permit, the applicant must apply to the Department of Community Development for a RPA Permit and submit a site specific RPA delineation. (c) Prior to approval of the building permit, the applicant must apply to the Department of Community Development for review and approval of a building location survey. (d) If the lot is in the Town's Heritage Preservation Overlay District, and prior to approval of the building permit, the applicant must apply to the Department of Community Development for review and consideration of the by the Heritage Preservation Review Board for approval of the proposed improvement.

scenario C3. Constructing an addition or accessory structure when the footprint is 750 square feet or more: (a) The applicant must apply to the Department of Public Works for a building permit. (b) Prior to acceptance of the building permit, DPW staff will refer the applicant to the Department of Community Development to apply for a single lot development plan. (c) Concurrent with the application for a single lot development plan, the applicant must apply to the Department of Community Development for review and approval of a RPA Permit and a site specific RPA delineation. (d) If the lot is in the Town's Heritage Preservation Overlay District, and prior to issuance of a building permit, the applicant must apply to the Department of Community Development for review and consideration of the by the Heritage Preservation Review Board for approval of the proposed improvement.

scenario C4. Disturbing a land area of 2,500 square feet or more: (a) The applicant must apply to the Department of Community Development for a RPA Permit and submit a site specific RPA delineation. (b) The applicant must apply to the Department of Community Development for review and approval of a single lot development plan. This application includes a plan for erosion and sedimentation that comes under review by the Department of Public Works for appropriate controls for stormwater.

Scenario D. Activity that Encroaches on the RPA and the Lot was Recorded Prior to February 10, 2004

all instances require a RPA Permit with review and approval by the Zoning Administrator for a CBPA Administrative Waiver

scenario D1. Constructing a deck of any size or an addition of less than 150 square feet: (a) The applicant must apply to the Department of Community Development for a RPA Permit, submit a site specific RPA delineation, and request a CBPA Administrative Waiver. (b) If the lot is in the Town's Heritage Preservation Overlay District, the applicant must apply to the Department of Community Development for review and consideration of the by the Heritage Preservation Review Board for approval of the proposed improvement. (c) The applicant must apply to the Department of Public Works for a building permit.

scenario D2. Constructing an addition when the footprint is 150 square feet to 759 square feet: (a) The applicant must apply to the Department of Public Works for a building permit. (b) The applicant must apply to the Department of Community Development for a RPA Permit, submit a site specific RPA delineation, and request a CBPA Administrative Waiver. (c) The applicant must apply to the Department of Community Development for review and approval of a building location survey. (d) If the lot is in the Town's Heritage Preservation Overlay District, the applicant must apply to the Department of Community Development for review and consideration of the by the Heritage Preservation Review Board for approval of the proposed improvement. (e) The applicant must apply to the Department of Public Works for a building permit.

scenario D3. Constructing an addition when the footprint is 750 square feet or more: (a) The applicant must apply to the Department of Community Development for a RPA Permit, submit a site specific RPA delineation, and request a CBPA Administrative Waiver. (b) The applicant must apply to the Department of Community Development for review and approval of a single lot development plan. (d) If the lot is in the Town's Heritage Preservation Overlay District, the applicant must apply to the Department of Community Development for review and consideration of the by the Heritage Preservation Review Board for approval of the proposed improvement. (e) The applicant must apply to the Department of Public Works for a building permit.

scenario D4. Constructing an accessory structure. Accessory structures are not allowed in the RPA. However, an Exception may be granted formally by the Town Council at a public hearing upon meeting certain criteria as shown in Section 78-304.4(l) of the zoning ordinance. To submit a request for Town Council consideration of an Exception, the applicant must submit a site specific RPA delineation. If the footprint of the proposed accessory structure is 150 to 749 square feet in area, the applicant also must submit an application for review and approval of a building location survey. If the footprint of the proposed accessory structure is 750 square feet or more in area, the applicant must submit an application for review and approval of a single lot development plan. A building permit and Heritage Preservation review may be needed as described in scenarios D2 and D3 above.

scenario D5: Disturbing a land area of 2,500 square feet or more: (a) The applicant must apply to the Department of Community Development for a RPA Permit, submit a site specific RPA delineation, and request a CBPA Administrative Waiver. (b) The applicant must apply to the Department of Community Development for review and approval of a single lot development plan. This application includes a plan for erosion and sedimentation that comes under

review by the Department of Public Works for appropriate controls for stormwater.

Scenario E. Activity that Encroaches on the RPA and the Lot was Recorded After February 10, 2004

all instances require a Town Council public hearing for a CBPA Exception

scenario E1. Constructing a deck of any size or an addition of less than 150 square feet: (a) The applicant must apply to the Department of Community Development for a RPA Permit, submit a site specific RPA delineation, and request a public hearing with the Town Council for a CBPA Exception. (b) If the Town Council approves the CBPA Exception and if the lot is in the Town's Heritage Preservation Overlay District, the applicant must apply to the Department of Community Development for review and consideration of the by the Heritage Preservation Review Board for approval of the proposed improvement. (b) If the Town Council approves the CBPA Exception, the applicant may and must apply to the Department of Public Works for a building permit.

scenario E2. Constructing an addition when the footprint is 150 square feet to 749 square feet: (a) The applicant must apply to the Department of Community Development for a RPA Permit, submit a site specific RPA delineation, and request a public hearing with the Town Council for a CBPA Exception. (b) The applicant must apply to the Department of Community Development for review and approval of a building location survey. (c) If the Town Council approves the CBPA Exception and if the lot is in the Town's Heritage Preservation Overlay District, the applicant must apply to the Department of Community Development for review and consideration of the by the Heritage Preservation Review Board for approval of the proposed improvement. (d) If the Town Council approves the CBPA Exception, the applicant may and must apply to the Department of Public Works for a building permit.

scenario E3. Constructing an addition when the footprint if 750 square feet or more: (a) The applicant must apply to the Department of Community Development for a RPA Permit, submit a site specific RPA delineation, and request a public hearing with the Town Council for a CBPA Exception. (b) The applicant must apply to the Department of Community Development for review and approval of a single lot development plan. (c) If the Town Council approves the CBPA Exception and if the lot is in the Town's Heritage Preservation Overlay District, the applicant must apply to the Department of Community Development for review and consideration of the by the Heritage Preservation Review Board for approval of the proposed improvement. (d) If the Town Council approves the CBPA Exception, the applicant may and must apply to the Department of Public Works for a building permit.

scenario E4. Constructing an accessory structure. Accessory structures are not allowed in the RPA. However, an Exception may be granted formally by the Town Council at a public hearing upon meeting certain criteria as shown in Section 78-304.4(l) of the zoning ordinance. To submit a request for Town Council consideration of an Exception, the applicant must submit a site specific RPA

delineation. If the footprint of the proposed accessory structure is 150 to 749 square feet in area, the applicant also must submit an application for review and approval of a building location survey. If the footprint of the proposed accessory structure is 750 square feet or more in area, the applicant must submit an application for review and approval of a single lot development plan. A building permit and Heritage Preservation review may be needed as described in scenarios E2 and E3 above.

Scenario E5: Disturbing a land area of 2,500 square feet or more: (a) The applicant must apply to the Department of Community Development for a RPA Permit, submit a site specific RPA delineation, and request a public hearing with the Town Council for a CBPA Exception. (b) The applicant must apply to the Department of Community Development for review and approval of a single lot development plan. This application includes a plan for erosion and sedimentation that comes under review by the Department of Public Works for appropriate controls for stormwater.

Scenario F. Retaining Walls With Land Disturbance of less than 2,500 Square Feet (per building code)

Retaining walls can present good solutions to difficult site situations. However, retaining walls alter drainage patterns and the flow of stormwater. The Town's review is required to ensure the safety and structural integrity of the retaining wall as well as the proper flow of drainage. The retaining wall must not create adverse effects on the Resource Protection Area buffer or on adjoining properties.

Submission Requirements

1. The owner is required to submit to the Department of Public Works a building permit application accompanied by drawings of the proposed structure.
2. The homeowner simultaneously must file an application with the Department of Community Development for a RPA Permit, which includes a site specific delineation of the RPA. See at the end of this document "Reference 1. Site Specific RPA Delineation Submittal Requirements."

Staff Review

1. The Department of Public Works, and the Department of Community Development coordinate the review of the respective applications.
2. While Building Inspections reviews the building permit application, the Community Forester conducts a field visit and verifies the site specific RPA delineation information. If the proposed structure is found to be inside the RPA, the applicant will be asked to provide a minor WQIA. See at the end of this document "Reference 3. Requirements for Submittal of a Water Quality Impact Assessment (WQIA)."
3. After submittal of the WQIA, if required, the Community Forester conducts a field visit and verifies the WQIA information, such as the RPA buffer limits, wetlands and the existing vegetation.

4. The Community Forester and the Zoning Administrator determine whether or not the construction of the proposed retaining wall meets the following criteria:
 - a. No more land is disturbed than necessary to provide for the proposed structure (§78-304.4(i)(3)).
 - b. Indigenous vegetation is preserved to the maximum extent practicable for the proposed structure. All trees located outside the area of land disturbance with a DBH of four inches or more are preserved (§78-304.4(i)(4)).
 - c. Clearing within the area of land disturbance is limited to that necessary to provide for the structure a single access during construction, positive drainage and water quality devices (if any) (§78-304.4(i)(4)).
3. If the above criteria are met, the zoning staff approves the application, and Community Development issues a RPA Permit. This information is coordinated with Public Works for the issuance of a building permit. If the proposal is disapproved, staff informs the homeowner why it was disapproved.
4. Homeowner picks up approved plans, revises plan based on comments, or does not pursue project.
5. After building and RPA permit issuance, construction may commence.

Reference 1: Site Specific RPA Delineation Submittal Requirements [§78-304.4(e) of the Herndon Town Code]

- (a) As part of any land disturbance, development or redevelopment in the RPA, a site-specific RPA delineation shall be required. The "Chesapeake Bay Preservation Areas" map, adopted by the town council on February 10, 2004, as amended, may be used as a guide to identify the general location of resource protection areas.
- (b) For land disturbance in the RPA that is **no more than 5,000 square feet**, the site-specific RPA delineation shall include a scaled drawing of the property that:
 - 1. Delineates nontidal wetlands connected by surface flow and contiguous to water bodies with perennial flow;
 - 2. Delineates an 100-foot buffer area that is shown (a) along each side of any water body with perennial flow and (b) adjacent to and landward of nontidal wetlands as described in (1) above; and
 - 3. Identifies other sensitive environmental features, as determined by the zoning administrator.
- (c) For land disturbance in the RPA that **exceeds 5,000 square feet**, the following requirements shall be met:
 - 1. RPA boundary delineation studies shall be sealed by a professional engineer, land surveyor, landscape architect, soil scientist or wetland delineator certified or licensed to practice in the Commonwealth of Virginia. Any work performed by other firms or individuals not under the responsible charge of the licensed professional sealing the study shall be identified and sealed by that individual, as appropriate;
 - 2. Wetland determinations used in the RPA delineation shall be performed using methods specified by the U.S. Army Corps of Engineers (USACE), and a copy of the USACE's Jurisdictional Determination approving the wetlands delineation shall be provided;
 - 3. RPA boundary delineation studies shall be submitted on standard-size sheets of 24" × 36" at a scale of 1" = 50' or larger; and
 - 4. Site-specific RPA delineation shall include the following:
 - a. Cover sheet with project name, town plan identification number, vicinity map, tax map reference number and fee computation;
 - b. A narrative describing how the proposed RPA boundary was established, including a discussion of which components determine this RPA boundary, and any wetland shown on the plan(s) that were determined not to be a component of the RPA;
 - c. Plan sheet(s) with two-foot contour interval topography showing each individual component of the RPA overlain to create the final RPA boundary, the RPA boundary from the adopted Chesapeake Bay Preservation Area map, locations of the horizontal and vertical control points, and locations of points and transects used in the wetland determination. Topography shall be correlated to a USGS or Town benchmark(s), based on NGVD29, which shall be referenced in the plan. Plan sheets shall include a north arrow.
 - d. Standard USACE data forms used in the wetland determination and the issued jurisdictional determination for the subject site.
 - e. A description of the methodology used and data collected, including standard data sheets, used to identify water bodies with perennial flow.

In determining the site-specific RPA boundary, the zoning administrator may adjust the applicant's submitted boundary survey. In addition, the zoning administrator shall utilize the "Federal Manual for Identifying and Delineation Jurisdictional Wetlands," 1987, for determining wetlands location. In the event the applicant contests the adjusted boundary, the applicant may appeal the zoning administrator's decision, under Section 78-202(M), *Appeals from Certain Decisions and Determinations by the Zoning Administrator*.

Reference 2. Water Quality Criteria Used to Evaluate Most Scenarios

- (a) Criteria to be used by the zoning administrator to evaluate requests for waivers from eligible sections of the ordinance other than the general performance criteria for land disturbance (found at Herndon Town Code § 78-304.4(m)(4)):
1. The request is the minimum necessary to afford relief; and
 2. The zoning administrator has the authority to place reasonable and appropriate conditions upon any waiver, as necessary, so that the purpose and intent of this article is preserved.
- (b) Criteria to be used by the zoning administrator to evaluate requests for waivers from general performance criteria for land disturbance (found at § 78-304.4(m)(3)):
1. The request is the minimum necessary to afford relief;
 2. Granting the request does not confer upon the applicant any special privileges denied by this article to other property owners in the Chesapeake Bay Preservation Overlay District;
 3. The request is in harmony with the purpose and intent of this article and is not injurious to the neighborhood or otherwise detrimental to the public welfare, and is not of substantial detriment to water quality;
 4. The request is not based upon conditions or circumstances that are self-created or self-imposed; and
 5. Reasonable and appropriate conditions are imposed, as warranted, that will prevent the allowed activity from causing a degradation of water quality.
- (c) Criteria to be used by the town council to evaluate requests for exceptions from certain permitted uses and additional performance criteria for resource protection areas (found at Herndon Town Code § 78-304.4(l)):
1. The requested CBPA exception is the minimum necessary to afford relief;
 2. Granting the CBPA exception does not confer upon the applicant any special privileges that are denied by sections 78-304.4(g), 78-304.4(i), and 78-304.4(j) to other property owners who are similarly situated;
 3. The request is in harmony with the purpose and intent of sections 78-304.4(g), 78-304.4(i), and 78-304.4(j) and is not of substantial detriment to water quality;
 4. The request is not based upon conditions or circumstances that are self-created or self-imposed;
 5. Reasonable and appropriate conditions are imposed, as warranted, that prevent the allowed activity from causing a degradation of water quality; and
 6. Other findings, as appropriate and required by the town are met.
- (d) Criteria to be used by the zoning administrator to evaluate requests for RPA encroachments (found at Herndon Town Code § 78-304.4(j)(7)):
1. If the requirements result in the loss of a buildable area for new homes or new principal structures on lots recorded before October 1, 1989, the zoning administrator may grant encroachments into the buffer area provided that:
 - a. The applicant submits an administrative waiver application, in accord with section 78-304.4(m)(2), and the required water quality impact assessment (WQIA), receives zoning administrator approval;

- b. The encroachment into the buffer area shall be the minimum necessary to achieve a reasonable buildable area for a principal structure and necessary utilities;
 - c. Where practical, a vegetated area that maximizes water quality protection, mitigates the effects of the buffer encroachment, and equals the area of the buffer encroachment shall be established elsewhere on the lot; and
 - d. The encroachment may not extend into the buffer area that is 50 feet closest to the water body with perennial flow and/or its associated wetlands.
 - 2. If the requirements result in the loss of a buildable area for new homes or new principal structures on lots recorded between October 1, 1989, and February 10, 2004, the zoning administrator may grant an encroachment into the buffer area provided that:
 - a. The lot or parcel was created as a result of a process conducted in conformity with chapter 70, Subdivision of Land, of the Town of Herndon Code;
 - b. Conditions or mitigation measures imposed through a previously approved exception shall be met;
 - c. If the use of a best management practice was previously required, the BMP shall be evaluated to determine if it continues to function effectively and, if necessary, the BMP shall be reestablished or repaired and maintained as required; and
 - d. The criteria in section 78-304.4(j)(7)a shall be met.
- (e) For land disturbance of less than 5,000 square feet, criteria to be used by the zoning administrator to evaluate a minor water quality impact assessment (from 78-304.7(k)(5)a):

Upon the completed review of a minor water quality impact assessment, the zoning administrator shall determine if any proposed alteration or reduction to the buffer area is consistent with the provisions of this article and make a finding based upon the following criteria:

- a. The necessity of the proposed encroachment and the ability to place improvements elsewhere on the site to avoid disturbance of the buffer area;
 - b. Impervious surface is minimized;
 - c. Proposed best management practices, where required, to achieve the requisite reductions in pollutant loadings;
 - d. The development, as proposed, meets the purpose and intent of this article; and
 - e. The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, shall not result in a significant degradation of water quality.
- (f) Criteria to be used by the zoning administrator to evaluate a major water quality impact assessment (WQIA) (from 78-304.4(k)(5)b): for land disturbance that exceeds 5,000 square feet or is otherwise determined to warrant a major WQIA

Upon the completed review of a major water impact assessment, the zoning administrator shall determine if the proposed development is consistent with the purpose and intent of this article and shall make findings based upon the following criteria:

- a. The proposed development is a permitted use;
 - b. The disturbance of wetlands is minimized;
 - c. The development does not result in significant disruption of the hydrology of the portion of CBPA on the site;

- d. The development does not result in significant degradation to aquatic vegetation of life in the portion of CBPA on the site;
- e. The development does not result in unnecessary destruction of plant materials in the portion of CBPA on the site;
- f. Proposed erosion and sediment control concepts are adequate to achieve the required reductions in runoff and prevent off-site sedimentation;
- g. Proposed stormwater management concepts are adequate to control the stormwater runoff to achieve the required standard for pollutant control;
- h. Proposed re-vegetation of disturbed areas provides required erosion and sediment control benefits;
- i. The development, as proposed, is consistent with the purpose and intent of the CBPA overlay district; and
- j. The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, shall not result in a significant degradation of water quality.

Reference 3: Requirements for Submittal of a Water Quality Impact Assessment under Section 78-304.4 of the Herndon Zoning Ordinance FOR USE BY PREPARERS and REGULATORY REVIEWERS			
✓		Minor	Major
	Four copies of site drawings that:	✓	✓
	are drawn to scale	✓	✓
	are certified by a professional engineer or land surveyor as complete and accurate		✓
	include a WQIA cover sheet	✓	✓
	are accompanied by a Town application form filled out	✓	✓
	are accompanied by the review fee	✓	✓
	Plan content requirements include:		
	data to demonstrate that the undisturbed buffer area, together with the enhanced vegetative plantings and any required BMP, retards runoff, prevents erosion, and filters non-point source pollution to the equivalent of the full undisturbed 100-foot buffer area, which shall be deemed to achieve a 75 percent reduction in sediments and a 40 percent reduction in nutrients	✓	✓
	Location of the components of the CBPA including the 100-foot buffer area component of the RPA	✓	✓
	Location and nature of the proposed encroachment into the buffer area including type of paving material; areas of clearing or grading; location of any structures, drives, or other impervious surfaces; and existing private water supply systems or sewage disposal systems to include reserve drain field sites	✓	✓
	Type and location of proposed BMPs, if necessary, to mitigate the proposed encroachment	✓	✓
	Location of existing, on-site vegetation, including the number and type of trees and other vegetation, to be removed in the buffer to accommodate the encroachment or alteration	✓	✓
	Re-vegetation plan that supplements the existing buffer vegetation in a manner that provides for pollutant removal as well as erosion and runoff control, in accordance with the <i>Riparian Buffers Modification and Mitigation Guidance Manual</i> , approved by Chesapeake Bay Local Assistance Board on September 15, 2003	✓	✓
	Hydro geological component with:		✓
	existing topography, soils, hydrology and geology of the site and adjacent lands		✓
	impacts of the proposed development on topography, soils, hydrology and geology on the site and adjacent lands		✓
	disturbance or destruction of wetlands and justification for such action		✓
	disruptions to existing hydrology including wetland and stream circulation patterns		✓
	description and source location of proposed fill material		✓
	estimation of predevelopment and post-development pollutant loads in runoff		✓
	estimation of percent increase in the on-site impervious surface and types of surfacing materials used		✓

Reference 3: Requirements for Submittal of a Water Quality Impact Assessment under Section 78-304.4 of the Herndon Zoning Ordinance FOR USE BY PREPARERS and REGULATORY REVIEWERS			
✓		Minor	Major
	percent of site to be cleared for the project		✓
	anticipated duration and phasing schedule or construction project		✓
	acquisition of all requisite permits from all applicable agencies necessary to develop the project		✓
	Proposed mitigation measures for the potential hydro geological impact, such as:		✓
	erosion and sediment control concepts (minimizing the extent of the cleared area, perimeter controls, reduction of runoff velocities, measures to stabilize disturbed areas, schedule and personnel for site inspections)		✓
	Proposed stormwater management system		✓
	creation of wetlands to replace those lost		✓
	minimizing cut and fill		✓
	Identification of existing characteristics and conditions of sensitive lands included as components of Chesapeake Bay preservation areas		✓
	Identification of the natural processes and ecological relationships inherent in the portion of the CBPA located on the site and an assessment of the impact of the proposed use and development on these processes and relationships		✓

**Reference 4: Required Approvals
 for Development Activity Proposed On
 Individual Lots Zoned for Single Family Use (Detached or Duplex Homes) that Contain Zoning for Resource Protection Areas**
 Revised Draft, May 23, 2007

		****SITE SPECIFIC RPA DELINEATION MUST BE SHOWN**** (even if no RPA encroachment is proposed)						New RPA Encroachment on Lots Created\5:		
		before 10/1/89		10/1/89 to 2/10/04	on or after 2/10/04					
	Feature Requested in Resource Protection Area	Single Lot Devel. Plan	Building Location Survey	Heritage Preservation Review\1	Building Permit	House Location Survey	Certif. of Occupancy	CBPA Administrative Waiver\2	CBPA Administrative Waiver\3	CBPA Exception\4
A	Patios, detached decks							not permitted		TC approval required through public hearing process using criteria in Section 78-304.4(l) only for: <u>relief from restrictions on:</u> uses, removal of vegetation, road construction, new or expanded water
B	Private Roads and Driveways\7							may be permitted by the zoning administrator, without a waiver, in RPA as long as it meets the specified criteria. If not, a CBPA exception is required.		
C	Fences, certain walls			✓				permitted		
D	Accessory building up to 150 sf			✓				not permitted		
E	Addition if footprint is less than 150 sf, attached decks of any size, certain walls		✓	✓	✓			not eligible for waiver in inner 50' of buffer. In outer 50' of buffer, mitigation necessary; WQIA\6 necessary		
F	Accessory structure if footprint is less than 150 sf							not permitted		
G	Addition if footprint is 150 sf to 749 sf		✓	✓	✓			not eligible for waiver in inner 50' of buffer. In outer 50' of buffer, mitigation necessary; WQIA\6 necessary		
H	Accessory structure if footprint is 150 sf to 749 sf		✓	✓	✓			not permitted		
I	Addition if footprint is 750 sf or more	✓		✓	✓			not eligible for waiver in inner 50' of buffer. In outer 50' of buffer, mitigation necessary; WQIA\6 necessary		
J	Accessory structure if footprint	✓		✓	✓			not permitted		

	is 750 sf or more								dependent facilities, SWM facilities
K	Principal structure (including replacement of principal structure)	✓		✓	✓	✓	✓	not eligible for waiver in inner 50' of buffer. In outer 50' of buffer, mitigation necessary; WQIA\6 necessary	
L	Certain retaining walls (per building code)	✓		✓	✓			not eligible for waiver in inner 50' of buffer. In outer 50' of buffer, mitigation necessary; WQIA\6 necessary	
M	Land disturbance of 2,500 sf or more, with or without any construction	✓						not eligible for waiver in 50' buffer; otherwise, mitigation necessary. Justification needed, buffer encroachment to be minimized. WQIA needed.	
1/Heritage Preservation Review occurs for those properties located within a Heritage Preservation Overlay District.									
2/ Administrative waiver may be granted by zoning administrator in accordance with Section 78-304.4(m)									
3/ additional conditions apply for these lots; see Section 78-304.4(j)(7)									
4/ Exceptions allowed only for CBPA provisions governing uses and additional performance criteria									
5/ Encroachment permitted only if the RPA results in a loss of buildable area for new homes or new principal structures.									
6/WQIA = water quality impact assessment in accordance with Section 78-304.4(k)									
7/ may require a Right-of-Way Permit from the Department of Public Works									

Part 6. RPA Tracking

- a. Log**
- b. Buffer Violation Form**

The following pages respond to a portion of item #5 in the December 11, 2006 CBLAB resolution; specifically, the requirements for a RPA tracking mechanism

Town of Herndon, Virginia
Department of Community Development

INSTRUCTIONS FOR RPA LOG
(to be kept at the front of the RPA log book)

Effective December 11, 2006, maintaining this log is a mandate of the Commonwealth of Virginia.

The Virginia Chesapeake Bay Local Assistance Board on December 11, 2006, mandated that the Town of Herndon maintain a tracking database to allow efficient auditing of water quality impact assessments (WQIA) and Resource Protection Area (RPA) encroachments by the Town and by the Virginia Department of Conservation and Recreation. This log serves as the required tracking database.

ALL development applications that are located on a lot with a zoning designation of Resource Protection Area are required to file a RPA Permit Application. Information about the applications must entered in this log. A copy of the approved RPA permit must be placed in the file or notebook containing this log, as well as in the case file.

RPA LOG
permits for activity on lots with Resource Protection Area Zoning
Department of Community Development
Town of Herndon, Virginia

DATE OF APPROVAL (where applicable) & CLASSIFICATION OF APPLICATION FOR RPA PERMIT

Project Information	Site Specific Delineation for either:		Water Quality Impact Assessment, either:		CBPA Exception (approval by the Town Council)	CBPA Administrative Waiver (approval by the Zoning Administrator)	RPA Encroachment for <u>exempted uses</u> (must meet certain criteria)	RPA Buffer Violation (date of closure)
	less than 5000 sf disturbed area	5000 sf or more of disturbed area	Minor	Major				
Name of Project								
RPA Case Number								
Case Number of associated application (site plan, subdivision, etc.)								
Name of Project								
RPA Case Number								
Case Number of associated application (site plan, subdivision, etc.)								
Name of Project								

RPA LOG
permits for activity on lots with Resource Protection Area Zoning
Department of Community Development
Town of Herndon, Virginia

DATE OF APPROVAL (where applicable) & CLASSIFICATION OF APPLICATION FOR RPA PERMIT

Project Information	Site Specific Delineation for either:		Water Quality Impact Assessment, either:		CBPA Exception (approval by the Town Council)	CBPA Administrative Waiver (approval by the Zoning Administrator)	RPA Encroachment for <u>exempted</u> <u>uses</u> (must meet certain criteria)	RPA Buffer Violation (date of closure)
	less than 5000 sf disturbed area	5000 sf or more of disturbed area	Minor	Major				
RPA Case Number								
Case Number of associated application (site plan, subdivision, etc.)								
Name of Project								
RPA Case Number								
Case Number of associated application (site plan, subdivision, etc.)								

TOWN OF HERNDON
Department of Community Development
 777 Lynn Street, P. O. Box 427
 Herndon, Virginia 20170
 703-787-7380 FAX 703-481-5280
RESOURCE PROTECTION AREA
BUFFER VIOLATION

(RPA Case) Violation #: _____			
Fee Collected:	Amount:	Date:	Received by:
Conditions/Comments:			
<div style="text-align: right;">Inspector's initials: _____ Date: _____</div>			

I. GENERAL INFORMATION ON VIOLATION			
Address of the Subject Property (including apt/suite #):			
Name and role of principal contact for this violation: (properly owner or agent authorized to act on behalf of property owner):			
Mailing Address:			
E-mail address _____		Telephone _____ FAX # _____	
Date Violation Became Known:		Date of Initial Contact w/ Responsible Party:	

II. NATURE OF VIOLATION (Check all that apply):			
<u>Unauthorized Land Disturbance in the RPA</u>		<u>Unauthorized Construction in the RPA</u>	
<input type="checkbox"/> Removal of vegetation (cutting, clearing, etc.) <input type="checkbox"/> Land disturbance (grubbing stumps, grading, etc.) <input type="checkbox"/> Other _____		<input type="checkbox"/> Principal Structure and/or Addition <input type="checkbox"/> Accessory Structure (shed, pool, etc.) <input type="checkbox"/> Driveway <input type="checkbox"/> Other _____	
If applicable, specify the number cut or removed and species type in the appropriate size category:			
DBH (tree)	< 2" tree	2" – 6" tree	6" or greater tree

1	DBH (tree)	< 2" tree	2" – 6" tree	6" or greater tree
	Number (trees)			
	Species (tree)			
2	Number & Species of shrubs		Small Shrubs*	Large Shrubs
3	Groundcover		Type	Area Disturbed (sf)
*Small shrub: woody plant less than 10 ft in height; large shrub woody plant greater than 10 ft in height				

II. REVIEWER CHECKLIST FOR MITIGATION

A. Mitigation Plan for Unauthorized Land Disturbance and/or Removal of Vegetation in RPA

If applicable, has a sketch been submitted that shows the location of proposed plantings? ☐ Yes ☐ No
 Are proposed plants native and noninvasive? ☐ Yes ☐ No
 Are proposed replacement rates consistent with Sec. 66-202(d)(2) of the Town Code? ☐ Yes ☐ No
 Does the proposed re-vegetation plan include anticipated planting dates? ☐ Yes ☐ No

If NO is circled for any of the above questions, provide an explanation of proposed plan of action:

B. Mitigation Plan for Unauthorized Construction in the RPA

If applicable, has the concrete or other impervious material been removed? ☐ Yes ☐ No
 If applicable, has the unauthorized accessory structure been removed? ☐ Yes ☐ No
 If applicable, has an after-the-fact exception been applied for? ☐ Yes ☐ No

Date applicant filed for the exception: _____

Other comments: _____

IV. VIOLATION FOLLOW UP - INSPECTION OF VEGETATION

Dates of Inspection(s): _____

Does vegetation appear to be healthy and thriving? ☐ Yes ☐ No
 Are any additional plantings required as a result of die-off? ☐ Yes ☐ No
 Has the violation been adequately addressed and file can be closed? ☐ Yes ☐ No

Additional comments (if any): _____

CIVIL VIOLATIONS (FROM ZONING ORDINANCE SECTION 78-203(G))		
OFFENSE	PENALTY FOR INITIAL SUMMONS (IN \$)	PENALTY FOR EACH ADDITIONAL SUMMONS (IN \$)
Failure to conform to the provisions of the Chesapeake Bay Regulations	\$200.00	\$500.00

Part 7. Guide to Administrative Waivers and Exceptions

GUIDE TO ADMINISTRATIVE WAIVERS AND EXCEPTIONS IN THE CPBAOD
WITH ASSOCIATED CRITERIA
BASED ON THE ZONING ORDINANCE EFFECTIVE APRIL 1, 2007
Herndon, Virginia

from: 78-304.4 Chesapeake Bay Preservation Area Overlay District (CBPAOD)

Sec.	Sub-section	Section Title	Type of Relief/1	Sets of Evaluation Criteria <i>note:</i> WQIA required for any waiver or exception request; must apply criteria set “E1” or “E2”
(a)		Statement of Intent	n/a	
(b)		Findings	n/a	
(c)		Definitions	n/a	
(d)		Designation of Chesapeake Bay Preservation Areas	n/a	
(e)		Site specific delineation for resource protection areas	n/a	
(f)		Subdivision plat	n/a	
(f)	1	Permitted Uses in Chesapeake Bay preservation areas	n/a	
	2,3	Permitted Uses in Chesapeake Bay preservation areas	excep.	See criteria set “F”/4
(h)		Exempted Uses in Chesapeake Bay preservation areas	waiver	See criteria set “d”/2
(i)		General Performance Criteria for Land Disturbance in Chesapeake Bay Protection Areas.	waiver	See criteria set “c”/3
(j)	1-6	Additional Development Criteria for Resource Protection Areas	excep.	See criteria set “F”/4
	7a	Additional Development Criteria for Resource Protection Areas for lots created before 10/1/89	waiver	See criteria set “d”/2 and criteria set “G1”/5
	7b	Additional Development Criteria for Resource Protection Areas for lots between 10/1/89 and 2/10/04	waiver	See criteria set “d”/2 and criteria set “G2”/6
(k)		Water Quality Impact Assessment	waiver	See criteria set “d”/2
(l)		Request for an Exception to the CBPAs	n/a	
(m)		Administrative Waivers of Requirements for CBPAs (RMAs and RPAs)	n/a	
(n)		Conflict of Section with Other Regulations	n/a	
(o)		Severability	n/a	

1/ “waiver”= administrative waiver granted by the Zoning Administrator; “excep.” = exception by the TC

2/ **Criteria set “d”** (found at§ 78-304.4(m)(4)):

<ol style="list-style-type: none"> 1. The request is the minimum necessary to afford relief; and 2. The zoning administrator has the authority to place reasonable and appropriate conditions upon any waiver, as necessary, so that the purpose and intent of this article is preserved.
<p>3/ Criteria set “c” (<i>found at</i> § 78-304.4(m)(3)):</p> <ol style="list-style-type: none"> 1. The request is the minimum necessary to afford relief; 2. Granting the request does not confer upon the applicant any special privileges denied by this article to other property owners in the Chesapeake Bay Preservation Overlay District; 3. The request is in harmony with the purpose and intent of this article and is not injurious to the neighborhood or otherwise detrimental to the public welfare, and is not of substantial detriment to water quality; 4. The request is not based upon conditions or circumstances that are self-created or self-imposed; and 5. Reasonable and appropriate conditions are imposed, as warranted, that will prevent the allowed activity from causing a degradation of water quality.
<p>4/ Criteria set “f” (<i>found at</i> § 78-304.4(l)):</p> <ol style="list-style-type: none"> 1. The requested CBPA exception is the minimum necessary to afford relief; 2. Granting the CBPA exception does not confer upon the applicant any special privileges that are denied by sections 78-304.4(g), 78-304.4(i), and 78-304.4(j) to other property owners who are similarly situated; 3. The request is in harmony with the purpose and intent of sections 78-304.4(g), 78-304.4(i), and 78-304.4(j) and is not of substantial detriment to water quality; 4. The request is not based upon conditions or circumstances that are self-created or self-imposed; 5. Reasonable and appropriate conditions are imposed, as warranted, that prevent the allowed activity from causing a degradation of water quality; and 6. Other findings, as appropriate and required by the town are met.
<p>5/ Criteria set “G1” (<i>from</i> 78-304.4(j)(7)a):</p> <p>If the requirements result in the loss of a buildable area for new homes or new principal structures on lots recorded before October 1, 1989, the zoning administrator may grant encroachments into the buffer area provided that:</p> <ol style="list-style-type: none"> a. The applicant submits an administrative waiver application, in accord with section 78-304.4 (m)(2), and the required water quality impact assessment (WQIA), receives zoning administrator approval; b. The encroachment into the buffer area shall be the minimum necessary to achieve a reasonable buildable area for a principal structure and necessary utilities; c. Where practical, a vegetated area that maximizes water quality protection, mitigates the effects of the buffer encroachment, and equals the area of the buffer encroachment shall be established elsewhere on the lot; and d. The encroachment may not extend into the buffer area that is 50 feet closest to the water body with perennial flow and/or its associated wetlands.
<p>6/ Criteria set “G2” (<i>from</i> 78-304.4(j)(7)b):</p> <p>If the requirements result in the loss of a buildable area for new homes or new principal structures on lots recorded between October 1, 1989, and February 10, 2004, the zoning administrator may grant an encroachment into the buffer area provided that:</p> <ol style="list-style-type: none"> a. The lot or parcel was created as a result of a process conducted in conformity with chapter 70, Subdivision of Land, of the Town of Herndon Code; b. Conditions or mitigation measures imposed through a previously approved exception shall be met; c. If the use of a best management practice was previously required, the BMP shall be evaluated to determine if it continues to function effectively and, if necessary, the BMP shall be reestablished or repaired and maintained as required; and d. The criteria in section 78-304.4(j)(7)a shall be met.

7/ **Criteria set “E1”** (from 78-304.4(k)(5)a for minor WQIA:

Upon the completed review of a minor water quality impact assessment, the zoning administrator shall determine if any proposed alteration or reduction to the buffer area is consistent with the provisions of this article and make a finding based upon the following criteria:

- a. The necessity of the proposed encroachment and the ability to place improvements elsewhere on the site to avoid disturbance of the buffer area;
- b. Impervious surface is minimized;
- c. Proposed best management practices, where required, to achieve the requisite reductions in pollutant loadings;
- d. The development, as proposed, meets the purpose and intent of this article; and
- e. The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, shall not result in a significant degradation of water quality.

8/ **Criteria set “E2”** (from 78-304.4(k)(5)b for major WQIA:

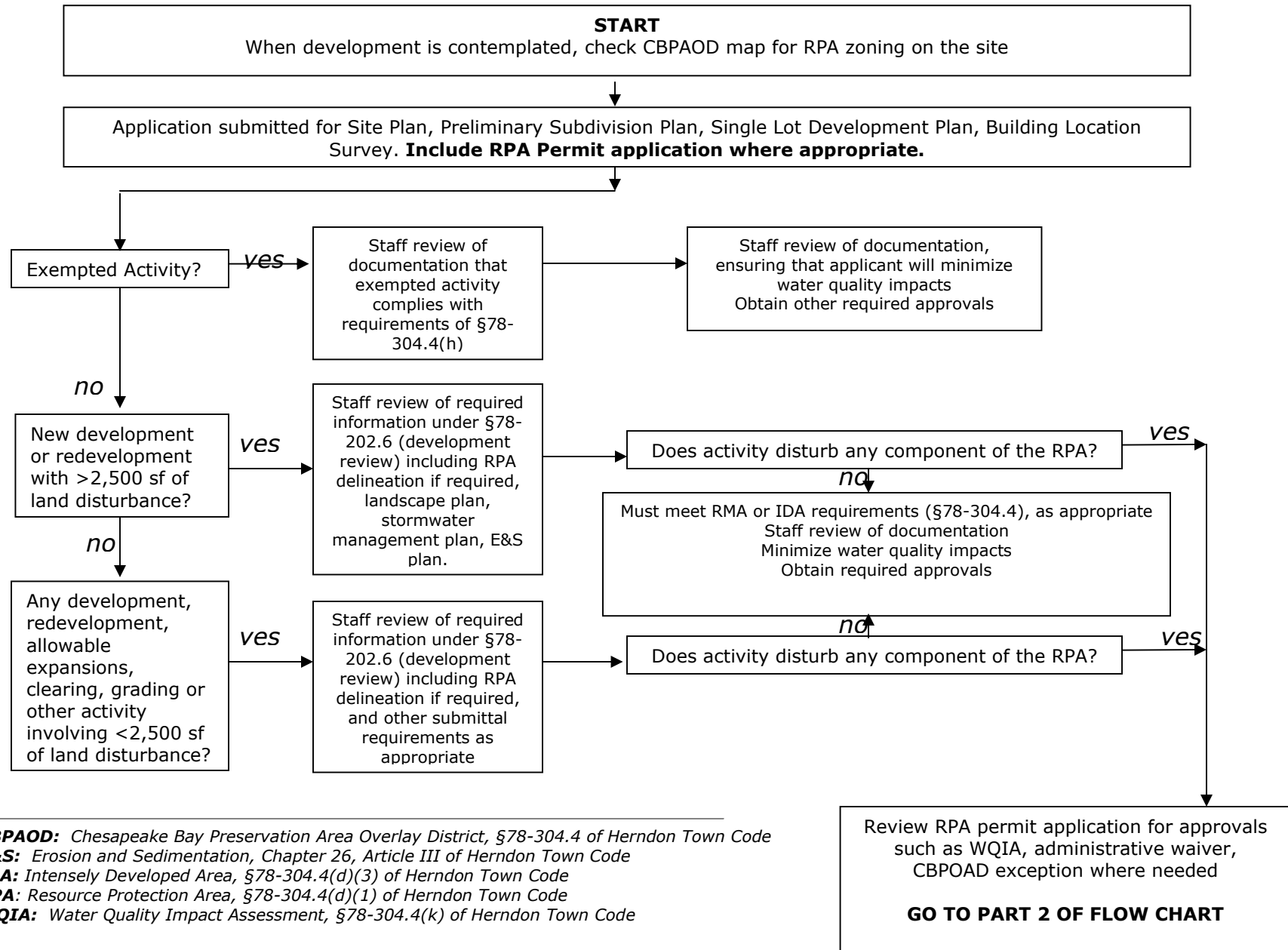
Upon the completed review of a major water impact assessment, the zoning administrator shall determine if the proposed development is consistent with the purpose and intent of this article and shall make findings based upon the following criteria:

- a. The proposed development is a permitted use;
- b. The disturbance of wetlands is minimized;
- c. The development does not result in significant disruption of the hydrology of the portion of CBPA on the site;
- d. The development does not result in significant degradation to aquatic vegetation of life in the portion of CBPA on the site;
- e. The development does not result in unnecessary destruction of plant materials in the portion of CBPA on the site;
- f. Proposed erosion and sediment control concepts are adequate to achieve the required reductions in runoff and prevent off-site sedimentation;
- g. Proposed stormwater management concepts are adequate to control the stormwater runoff to achieve the required standard for pollutant control;
- h. Proposed re-vegetation of disturbed areas provides required erosion and sediment control benefits;
- i. The development, as proposed, is consistent with the purpose and intent of the CBPA overlay district; and
- j. The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, shall not result in a significant degradation of water quality.

Part 8. Flow Chart for Compliance with Chesapeake Bay Requirement

Note: provided on the following two pages is a flow charts for the review process for compliance with the laws of Herndon and the Commonwealth of Virginia for preservation of the Chesapeake Bay. There are several types of development applications, such as a zoning map amendment, a special exception, a building location survey, a site plan eligible for administrative approval, a temporary use, or a subdivision site plan. The flowchart provided is for guidance purposes only. All use, development, or redevelopment must conform with the Herndon Town Code.

General flowchart for compliance with submission requirements, part 1



General flowchart for compliance with submission requirements, part 2

